



St Mary Magdalene C of E School  
with  
Christ Church C of E Primary School

# MEDICINE POLICY

<b>This policy was:</b>	Written in	
	Updated in	December 2018
	Review date	December 2019

This policy sets out the procedures for administering prescribed medicines to children and adults in our school.

### **Staffing**

<b>St Mary Magdalene Woolwich</b>	<b>St Mary Magdalene Greenwich Peninsula</b>	<b>St Mary Magdalene Blackheath</b>	<b>Christ Church</b>
Mrs Wainwright Miss Thomas Mrs Rogers Miss Ogunbumi	Mrs Wainwright Mrs Shanahan Miss Butterworth Mrs Edwards	Mrs Wainwright Mrs Etherington Miss Legatt Miss Crabb	Mrs Wainwright Miss Allen Mrs Buckingham

The individuals listed about are qualified first aiders and able to administer any prescribed medications for the children.

### **Administration**

Medicines are only administered in accordance with the parents written instructions and consent. Parents have to complete a consent form for the administration of medicines in school (Appendix 1.)

### **Self Management and Storage**

All prescribed medications are kept in a locked cupboard, in the School Office. If any medication needs to be refrigerated then it is kept in a labelled box, in the fridge in the School Office. Each classroom has a designated box for asthma inhalers. If a child feels they need their inhaler, then they ask the class teacher and then self-administer, or a first aider can assist.

### **Non-prescribed medicines**

Certain non-prescribed medicines are permitted in school. For example some throat lozenges. These are also kept in the school office. Children are required to go and see a first aider at their prescribed time to receive their medicine.

**Staff Medication**

If staff have any medication in school, (prescribed or non-prescribed) then it is kept secure, in a locked cupboard either in their classroom or in another securely locked cupboard (e.g. the main office or a staff locker).

**Record Keeping**

When a child has been given their medication it is recorded on our medication record (Appendix 2) is kept with the children's medicines. Or on the back of the parental consent form completed by the parent. This is also kept with the medicine. If a child has refused to take their medication then this will also be recorded and their parents will be informed.

This policy was written in accordance with the DFES Guidance for schools re: Drugs.

# Medication Record Sheet

NAME	DATE	TIME	YES - $\checkmark$

# Parental Consent to Administer Medicine

Name of Child:	Year Group:
Name of Medicine:	
Dosage:	
Medicine required for:	
Although I authorise First Aid Staff within the Koinonia Federation to administer this medicine to my child during school hours, I take full responsibility.	
<b>Parental Consent</b>	
Signature:	Date:
Name of Parent/Carer:	