

**WEST TYNE FEDERATION**  
**SCHOOL POLICY AND GUIDELINES FOR HANDLING AND ADMINISTERING**  
**MEDICINES IN SCHOOL**  
*Reviewed June 2015*

Our Vision..... "Alone we can do so little, together we can do so much" Helen Keller Our Mission.....

Our mission is founded on Christian beliefs and values to serve our local communities and wider community through providing the best possible education in the West Tyne Federation.

Our schools are committed to the personal development of all involved and aim to provide life- long learning.

We aim to provide extended facilities in our four schools in order to support each child on their learning journey.

**Rationale**

As a church school we want all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care.

a) **Medical Equipment:**

It is to be the responsibility of First Aid staff in school to ensure that the first aid stocks are checked and replenished regularly and that all first aid equipment is maintained. Where deficiencies are identified ensure new stock is ordered through liaison with the school administrator.

b) **Storage, administration and handling of Medicines:**

For safety reasons, all medicines with the exception of KS2 children's asthmatic inhalers are stored centrally in the school Staff room and are handled by adults only. Parents are asked to deliver any medication to school via the school administrator and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental authorisation and are appropriately named are allowed in school.

c) **Parental Authorisation Forms:**

Before medication can be given in school, Parents must complete the appropriate authorisation for administering medicines in school form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from any First Aid member of Staff or the School administrator. All forms must be checked by authorised First Aid staff on a regular basis to ensure accuracy of information and expiry dates of medicines.

d) **Medicine Administration:**

First Aid staff dispense all oral medicine to children.  
Key Stage 1 children with asthma, administer their own medication under supervision of the First Aider.

e) **Non-prescribed Medicines:**

Due to the increasing number of children receiving medication in school, medicines that are not prescribed such as cough lozenges etc. will not be administered by First Aid staff and are not to be brought to school.

f) **Administration of Antibiotics:**

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

g) **Monitoring of Administration of Medicines:**

When a child receives medication in school, details are to be recorded on the appropriate Daily Medical Register which is located in the staffroom stock cupboard.

h) **Qualified First Aid Staff:**

First Aid staff must hold the appropriate up-to-date Health and Safety at Work Certificate and should attend renewal courses as necessary. Our current qualified First Aiders are J Reay [HT], J Slater, J Brown, C Horton, R Tapscott [Administrators], N Scott, S Atkinson, S Hutchinson, P Little, E Pearson [Senior Teachers] + all other qualified personnel lists held within each school (see First Aid Policy).

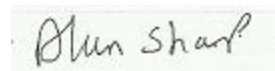
i) **Educational Visits:**

A portable First-Aid kit and individual pupils medicines must be taken on Education Visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. On such visits medicines are to be transported and administered by a designated member of staff (see Educational Visits Policy and relevant authorised Risk Assessments for each visit).



Signed .....  
Headteacher

Date : 1.6.15



Signed .....  
Chair of Governors

Date : 1.6.15

Review date : June 2017

## **FIRST AID INVENTORY**

### **STAFF ROOM STOCK CUPBOARD**

4 Sterile eye pads  
2 First Aid kits (for use with educational visits)  
3 boxes assorted plasters  
1 box of strip plasters (several)  
2 boxes of disposable gloves  
2 packs of disposable clinical waste bags  
2 sterile first aid bandages  
47 melolin dressings  
1 finger dressing  
8 hypal 2 dressing plaster  
3 micropore rolls  
2 packs of cotton wool  
1 tub of baby powder  
1 pack of 100 baby wipes  
1 large bottle of Sterilising fluid  
6 cotton bandages  
4 medium plain wound dressings  
3 sterile triangular bandages  
2 packs of tubinette (no applicator)

### **CLOAKROOM FIRST AID BOX**

Cotton wool (1 bag)  
1 box assorted plasters  
Scissors:  
    1 x large pair  
    1 x small pair  
1 box disposable gloves  
5 melolin dressings  
2 packs of hypal 2 (plaster)  
1 eye pad (sterile)  
1 eye bath  
1 resuciade  
1 triangular bandage  
1 pack baby wipes (100)  
5 clinical waste bags  
6 safety pins  
A copy of First Aid regulations 1981

### **OFFICE FIRST AID BOX**

1 bag cotton wool and plastic gloves  
6 melolin pads  
1 triangular bandage  
1 box assorted plasters  
1 eye pad  
1 pack of sterile cotton wool  
1 forehead thermometer  
2 Hypal strips  
1 resciade  
3 clinical waste bags  
1 pair of scissors  
6 safety pins  
A copy of First Aid regulations current version