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## **POLICY ON THE ADMINISTRATION OF MEDICINE**

In accordance with “School Health Matters”, South West London Health Protection Agency

### **1. Introduction**

1. A few pupils, while fit to attend school, may need to take medicines in school hours which will require the support from school staff. Anyone may legally administer medication provided that the doctor’s instructions are followed exactly and that provided staff have **written parental consent**.

2. The following constitutes guidance for prescribed medication and non-prescribed medication (such as Calpol). For the latter, a signed authorisation to administer the medication in certain, specific circumstances will have been received by the administration upon registration. A copy is kept in the child’s file in every classroom.

### **2. Head-teacher and staff responsibility**

- The head ensures that a named person, and a deputy is responsible for medicines in the school: Elisa-Sicking- Bressler (named person) and Eva Toth (deputy)
- The day-to-day administration of medication can be delegated to competent, and trained individuals: Principal teacher in each class
- No member of staff can be required to administer medication to a pupil
- Any member of staff prepared to administer medicines should only do so under strict supervision and in accordance with strict guidelines.
- It should be noted that, unless prior arrangements have been made, headteachers will not accept responsibility for the administration of medication to pupils where:
  - the precise timing of the administration is crucial to the health of the child
  - some technical or medical knowledge and or specialist/training is required
  - intimate contact with the pupil is necessary. This would include the administration of rectal diazepam, assistance with catheters or the use of equipment for pupils with tracheostomies

### **3. Parent /carer's responsibility**

Parent's/cares must sign a consent form for the administration of Calpol if a child has a temperature. The temperature at which Calpol may be administered is 38 degrees celsius. Parents/carers are called for prompt pick-up when a child has a fever exceeding 38 degrees.

### **4. Giving and recording medicines at school**

Medicines must be provided in the original dispensed container **fully labelled** with the child's name and with the following information:

- pupil's name, name of medicine, directions for use (frequency and dosage) and date of dispensing
- a parent wishing staff to administer medication at school must put the name of the pupil, the name of the medication, the dosage and frequency to be given in a school Medication Book.
- This will be done every morning of everyday that the medication needs to be administered. The parent will need to sign the medication in the morning but also in the evening, next to the date, time, name of administering staff member, dosage of the medication

### **5. Storage and disposal of medicines at the school**

1. When not in use, medicines are be kept in a suitable cupboard in the school office, away from the reach of children
2. Medicines requiring refrigeration are kept in a separate, closed, container in a domestic fridge. Children must not be able to have access to it
3. Disposal of medical waste- in the medical bin

Reviewed by: Elisa Sicking-Bressler and Eva Toth

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Next review: July 2018