

# WALTHAMSTOW MONTESSORI SCHOOL

## MEDICINE POLICY

Walthamstow Montessori School is committed to providing a safe and healthy environment for children, parents/ carers and staff. We make children, staff and parents/carers aware of our medicine policy; and have procedures in place for relevant individual medical care plans and storage and recording of medicines.

### Procedures for Administration of Medication:

- If a child requires medication during the day parents must complete the Parental Agreement for WMS to Administer Medicine Form, **in the first instance** before the medication can be given to the school (enclosed). The medication must be clearly labelled and prescribed to the child and the form completed in full and signed.
- Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medication should be in its original packaging, be clearly labelled with the prescriber's instructions for administration and the date prescribed.
- Appropriate medical training must be given on correctly dispensing that medication before any treatment can be undertaken.
- It is the parent's responsibility to notify the school if there are any changes to the requirements during the course of medication.
- If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects.
- The staff member receiving the medication will ensure that all other staff members are aware of the location of this medication and which child it relates to.
- The person responsible for giving the medication will check the child's medication record before giving the medication and ensure that the child receives the correct dose at the correct time. This will be witnessed by a second member of staff.
- The person responsible for giving the medication will ensure that the medication record is completed immediately.
- Parents will be asked to sign the medication record sheet on the same day when collecting their children.
- Only one parent is required to provide this agreement.

## Supporting Children with Medical Needs:

- The school aims to support individual children with long and short-term medical needs to enable them to fully access the service that we offer. In order to do this, we request information from parents about their child's individual medical needs.
- Based on the information, we will complete an individual risk assessment, if appropriate.
- We will ensure that any ongoing or long-term medication for a child is discussed between between the principal and the parent/carer.
- We will facilitate specific training for staff from a qualified health professional, when technical or medical knowledge is required, to meet the needs of individual children.
- Ensure that the medication is stored and given in accordance with the manufacturer's instructions.
- Draw up individual care plans, if appropriate, and agree them with the parents.
- Implement an effective procedure on the administration of medicines as outlined below.

(A signed policy is available upon request)

This policy was adopted on dated: **1.10.2017**

Signed (Principal):

---

Signed (Senior member of school staff):

---

Signed (Parent Representative):

---

Date signed: 1/5/18

Date to be Reviewed: **01.10.2019**