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. The medication must be clearly labelled and prescribed to the child and the form completed in full and signed.
- Prescription medicines will 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).
- The 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/carer'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/carer 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/carers will be asked to sign the medication record sheet on the same day when collecting their children.
- Only one parent/carer 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/carers 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 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.
- We will ensure that the medication is stored and given in accordance with the manufacturer's instructions.
- We will draw up individual care plans, if appropriate, and agree them with the parents/carers.
- We will implement an effective procedure on the administration of medicines as outlined below.

Date last reviewed: 1st September 2026

Date to be reviewed: 1st September 2027