

Park Primary School

Policy for the Administration of Medication in School

Reviewed Sept 19

Revisited January 2022

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

(To be read in conjunction with statutory guidance)

The Governors and staff of Park Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school.

The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Please note that parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. (see appendix 1)

Staff will not under any circumstances, give a non-prescribed medicine to a child. The **head teacher** at their discretion will administer non-prescription medication where appropriate.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Authorised Person (usually a member of the administration team), in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a secure medicine cabinet or fridge accessible only to appropriate staff.

The school will keep records, which they will have available for parents.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school verbally or in writing if the pupil's need for medication has changed or ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Inclusion Manager, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Pupils will not be allowed to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Appendix 1

Park Primary School
Parental Agreement for Administering Medication.

Park Primary School will not give your child medicine unless this form has been completed.

The school will only administer medicines that are in their original container, containing a pharmacy label that states they have been prescribed by a medical practitioner for your child.

Name of child.....Class.....

Name and strength
of medicine.....

Expiry date.....

Dose to be given.....

Times to be given.....

Any other instructions.....

Self administration: Yes No

Emergency contact number.....

Name and telephone
number of Doctor.....

The above information is to the best of my knowledge, accurate at the time of writing and I give my consent for Park Primary School staff to administer medication or supervise my child administering medication in accordance with school policy. I will inform Park Primary immediately, in writing where appropriate, if there is any change in dosage, frequency or if the medication is to be stopped.

I understand that this is a service that Park Primary School is not obliged to undertake.

Parents signature.....Name.....