

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL



This policy should be read in conjunction with the Policy for Supporting Pupils with Medical Conditions.

The Governors and staff of Bury Primary 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.

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

1.2 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

1.3 Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Form Med 1 to be completed by parent. (See Appendix 1)

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

1.5 Where the pupil travels to school via car share or with child minder, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

1.6 Each item of medication must be delivered to the School Office, 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.

1.7 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 locked medicine cabinet.

1.8 The school will keep records, which they will have available for parents. Form Med 2 will be completed by staff. (See Appendix 2)

1.9 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.

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

2.1 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.

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

2.3 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.

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

2.5 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

2.6 Staff who volunteer to assist in the administration of medication will receive appropriate first aid training. A list of these can be found within the Health & Safety folder.

2.7 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.

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

This policy will be reviewed every three years

Policy reviewed and approved on 28-09-2016

BURY C OF E PRIMARY SCHOOL - Form Med 1

MEDICAL INFORMATION AND CONSENT FORM FOR THE ADMINISTRATION OF MEDICATION

NAME OF CHILD:		
DATE OF BIRTH:		
NAME OF PARENT / CARER:		
HOME TELEPHONE / MOBILE No.		
WORK TELEPHONE No.		
NAME OF GP:		TELEPHONE No:
HOSPITAL CONSULTANT: (if applicable)		HOSPITAL:(IF APPLICABLE)
<i>I consent to my child receiving the following medication in school:</i>		
<p><i>I undertake to ensure the school has adequate supplies of this/these medication(s).</i></p> <p><i>I undertake to ensure that this/these medication(s) supplied by me and prescribed by my child's doctor are correctly labelled, in date, with storage details attached (if applicable), and that the school will be informed of any changes.</i></p> <p><i>I understand that the medication will be given by a member of staff who has received appropriate training in accordance with the Local Authority Code of Practice.</i></p>		

Signed _____ Parent / Carer

Date _____

