



Administration of Medication Policy

2023-2025

Ideally, the administration of medication should be administered by parents. Where possible it is the school's policy to comply with requests from parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

The Head 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 parents should keep their children at home if acutely unwell or infectious.

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

Prescribed medication will not be accepted in school without parental completion of "Agreement for School to Administer Medicine" form. These can be obtained from the school office. Antibiotics should be administered at home wherever possible. In exceptional circumstances (where medicine is required to be administered a minimum of four times a day), it may be administered in school.

Staff will not give a non-prescribed medicine to a child unless in exceptional circumstances and there is specific prior written permission from the parents.

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

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.

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- *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 the medical room.

The school will keep records of all medication administered. A copy of such records will be provided to the parent on return of the medication or when the medication is finished.

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 in writing if the pupil's need for medication has ceased.*
- *Renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.*

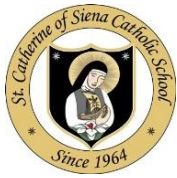
The school will not make changes to dosages on parental instructions, without written confirmation.

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 Head will ensure that a Medication/Healthcare 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. Parents will be asked to confirm in writing if their child is not capable of administering their own medication.

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Inhalers should be kept in the medical room.

EPI PENS; If a child is prescribed an epi-pen, we must always have two of these, up to date, on site at all times. They will be stored in the Medical Room unless an alternative arrangement has been agreed, i.e. in exceptional cases, one epi-pen may be kept in the classroom.

Staff who volunteer to assist in the administration of medication to a pupil with Medical Needs (eg Epi Pen for allergy) 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. 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.

Approved by: SLT

Approved Date: January 2023

Review Date: January 2025

VERITAS

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