



Administration of Medicines Policy

PRESTON CE VC PRIMARY SCHOOL

Agreed by Governing Body: **September 2017**

Chair of Governors: J. Bennett

Date for review: **Autumn 2019**

The Governing body and staff of Preston VC CE 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.**

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

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

- Parents are responsible for providing the Headteacher with comprehensive information regarding the pupil's condition and medication, using a form provided by the school via the school office.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents and administration has been agreed by the headteacher.
- 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 Authorised Person, 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.
- Medicine will be administered by one member of staff under the watch of another and both will sign the administration record. The school will keep records, which will be available for parents on request.

- 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.
- 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. Staff will not administer medicines which are date expired, even on request of a parent to do so.
- 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 Headteacher will ensure that an Individual Healthcare Plan 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, under staff supervision if necessary. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.
- General training will be provided to staff to ensure there is understanding of the importance of correct administration of medicines and the content of this policy. In particular, there will be training regarding standard procedures for children accessing asthma medication and training in the use of an epi-pen.
- 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 provided to ensure a child's safety and wellbeing.
- All staff will be made aware of the procedures to be followed in the event of an emergency:

Basic Emergency Plan

- Reassure child and ensure supervision – do not leave the child unattended
- Raise alarm immediately – inform headteacher or person in charge
- Phone emergency services
- Contact parent/carer