

# Ashmole Primary School



## Administration of Medication Policy

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## **POLICY FOR THE ADMINISTRATION OF MEDICATION AT ASHMOLE SCHOOL**

1.5.1 The Governors and staff of Ashmole Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Executive Head will accept responsibility in principle for members of staff giving or supervising children taking prescribed medication during the school day (Senior Leadership Team or in exceptional circumstances, teaching or support staff).

**Please note that parents should keep their children at home if acutely unwell or infectious. Children should stay at home until at least 48 hours after the last episode of vomiting and/or diarrhoea.**

1.5.2 Parents are responsible for providing the Senior Leadership Team and Senior Administrative Office with comprehensive information regarding the child's condition and medication.

1.5.3 Prescribed medication will not be accepted in school without completion of the request for the administration of prescribed medication form (form kept in Admin Office) which must be give specific instructions and be signed by parent/carer and member of Senior Leadership Team.

1.5.4 Staff will not give a non-prescribed medicine to a child. However, parents may come in to administer medication to their own children if necessary.

1.5.5 Parents may be contacted by the School Nurse to provide further information in order to prepare a School Care Plan with regards to the child's condition and administration of medication.

1.5.6 Where the child 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 school trips.

1.5.7 Each item of medication must be delivered to a member of the Senior Leadership 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:

- . Child's name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- .. Expiry date.

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

1.5.8 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 lockable cabinet in the School Office (medication that requires refrigeration will be stored in the staff room fridge).

1.5.9 The school will keep records of when and how much medication was administered, which will be made available for parents and other professionals if needed.

1.5.10 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.

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

1.5.12 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. A letter from the School Nurse will be sent to the parents of children with medication in school, to remind them of their responsibility.

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

1.5.13 School staff will not dispose of medicines. Medicines, which are in use and in date, will be returned to the parent at the end of each year. 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.

1.5.14 For each child with long-term or complex medication needs, a member of the Senior Leadership Team with appropriate responsibility will ensure that a Care Plan is drawn up, in conjunction with the appropriate health professionals.

1.5.15 Where it is appropriate to do so, children will be encouraged to administer their own medication, if necessary under staff supervision. In exceptional circumstances (and in line with an agreed Care Plan drawn up by health professionals) parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

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

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1.5.17 The school will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements might be required<sup>1</sup>. However, there may be occasions when it may not be possible to include a child on a school trip if appropriate supervision cannot be guaranteed.

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

Policy Adopted by Governors on: \_\_\_\_\_

Policy Last Reviewed on: February 2016

Policy Due for Review on: February 2017

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<sup>1</sup> **Staff 'duty of care'**

7. Anyone caring for children including teachers, other school staff and day care staff in charge of children have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.