



# **ADMINISTRATION OF MEDICATION POLICY**

**Policy review: October 2024**

**Next Review: October 2025**

## ADMINISTRATION OF MEDICATION

The Board of Governors and staff of Fens 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 administration staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so and have received training.**

### **Staff with required training**

- **Mr C. Connor**
- **Mrs J. Mclauchlan**
- **Mrs S. Green**

**Individual members of staff may be given specific training to meet the medical needs of identified pupils, and parents of those children will be made aware of those staff members trained to meet the needs of their child.**

In addition to this training a number of members of staff have been trained to administer an emergency rescue medication prescribed to a named child to reduce the duration of an epileptic seizure.

**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.

Throat lozenges and cough sweets are not permitted in school.

Lip salve should be given to the child's class teacher by the child. The class teacher will give it to the child when required.

Only prescribed medication will be given to a child.

Staff will not give a non-prescribed medicine to a child. A parent or legal guardian/carer should attend school to administer these themselves. However, if there is an extreme emergency or immediate requirement, a trained staff member will administer appropriate medication. This will be recorded and parents/carers will be notified immediately.

Only reasonable quantities of medication should be supplied to the school (for example, a medicine that should be administered 4 times per day can be given in school, however, any less can be given outside of school hours).

Each item of medication must be delivered to the school office in normal circumstances by the parent or legal guardian, **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 locked medicine cabinet. In the case of those medicines requiring refrigeration, these will be stored in a sealed box in a refrigerator that cannot be accessed by children.

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

If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers 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 the Family Support Officer to make a parent or legal guardian aware that medication, such as an inhaler, is running low or is close to expiry date. It is then the parents' responsibility to renew the medication and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions, only as prescribed.

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 a Coordinated Support 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, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school. An example of this would be if a child has Diabetes.

Medication needs will be shared with staff on a 'need to know basis'. Staff are made aware of those children requiring antibiotics as they may need monitoring after administration of medication in case of side effects.

Medication will be administered to ensure the rights of the individual are promoted.

- Consent
- Confidentiality
- Privacy and Dignity

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.

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

**Monitoring and Reviewing**

The policy will be reviewed annually by the SLT Designated Safeguarding Leader in consultation with the Headteacher, the Governors and the Chair of Governors. It will be updated, modified or amended as necessary.

**Signed:..... Date:.....**  
**(Designated Safeguarding Lead)**

**Signed:..... Date:.....**  
**(Headteacher)**

**Signed:..... Date:.....**  
**(Chair of Governors)**