



# ADMINISTRATION OF MEDICATION IN SCHOOL

## Captain Webb Primary School

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## CAPTAIN WEBB PRIMARY SCHOOL

### POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Board of Governors and staff of Captain Webb Primary school wish to ensure that pupils with medication needs receive appropriate care and support at school. 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 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.

**Prescribed** medications will not be accepted in school unless there is **written** and **signed** instructions from the parent. The medication must be in its original packaging, with the prescription label attached. There must be reasonable justification for the school to administer the medication i.e. 'to be taken 4 times a day', 'to be taken ½ hour before lunch' etc. Medications to be taken less than 4 times a day, where there is no stipulation on time to be administered, could be given before/after school and before bedtime – it would not require the school to administer during the day.

**Non-Prescribed** medication will only be administered to a child where there is **specific** prior **written** permission from the parents. The information needs to be specific to ensure there is no duplication in the administration of the medication. These will only be given on a short-term basis, unless a Health Care Plan is in place.

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

Where the pupil 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 respite care.

Each item of prescribed 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

Non-prescription medication must be delivered to the School Office in a secure and labelled container with the following information:

- Pupil's Name.
- Dosage
- Frequency of administration
- Storage requirements (if important)
- End date of administration

**The school will not accept any 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.

The school will keep records of when medication is administered, which they will have available for parents.

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.

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 Head, will ensure that an Individual Health Care Plan is drawn up, in conjunction with the appropriate health professionals. This will be reviewed annually, or when changes occur to the child's health needs/condition.

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.

*Staff who volunteer to assist in the administration of medication 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, 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.