



Huyton with Roby CE Primary School

Policy for Administration of Medicine

Authors: Miss T Perkins

Date of Policy: January 2014

Date of Ratification: 18th March 2014

Governor's Meeting: Recommended by Pupil and Personnel Committee, Ratified at Full Governing Body Meeting

Review Date: Spring Term 2016

Signed.....Chair of Governors

Date of Signature.....

Administration of Medication In School

The Board of Governors and staff of Huyton with Roby C.E Aided (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.**

The Aims of the Policy

The aim of this policy on administering medicines is to:

- define the roles and responsibilities of school staff
- define the roles and responsibilities of parents
- detail the procedures for administering prescribed medicines
- state the position regarding non-prescription medicines.

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

Parents or Carers are responsible for providing the school with comprehensive information regarding the pupil's condition, medication and ensure a health care plan has been developed for their child's needs with Headteacher. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

For each pupil with long-term or complex medication needs, the Headteacher, will ensure that a health care plan is drawn up, in conjunction with the appropriate health professionals.

Prescribed medication will not be accepted in school without completion of a health care plan and signed instructions from the parent or carers.

Staff will not be able to give a non-prescribed medicine to a pupil at the school.

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 or carers should ensure the escort has seen a copy of the health care plan relating to any medication sent with the pupil.

Each item of medication must be delivered to the school or Authorised Person, in normal circumstances by the parent or carers, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- . Pupil's Name and Class.
- . 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 (safe or locked filing cabinet in class), out of the reach of pupils.

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

Refusal to Take Medicine

If children refuse to take medicines, staff will not force them to do so, and will inform the parents or carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the child's emergency procedures will be followed from the health care plan.

Surplus Medicine and Empty Containers

At the end of a course of medication any surplus medicine, or the original empty container, will be returned to the parent or carers.

Parents' Roles and Responsibilities

The school will make clear to parents or carers, either through the school prospectus or some other form of written communication that prescribed medication and drugs will only be administered during the school day, or on school trips, if the following conditions are met.

- The responsible parent or carers will provide written permission for the school to administer prescription medicines to their child.
- The responsible parent or carers will give the school sufficient information about the medical condition. This is particularly important where there is a long-term medical condition. Some medicine may, for example, affect cognitive or physical abilities, or the pupils' behaviour or emotional state.
- Medicines will only be administered in school when it is essential, i.e. where it would be detrimental to a pupils' health if the medicines were not administered during the school day.
- The school will administer only medicine prescribed by a doctor or some other person authorised to do so, e.g. a dentist or qualified nurse.
- The responsible parent or carers will provide the medicine in its original container with the dosage instructions clearly displayed.
- The responsible parent or carers will provide only sufficient medicine for the dosage to be given in school. Where a medicine is to be used both in the home and at school, it is good practice to get the prescribing doctor to provide two original containers, one for use at home and one for use in school.

Administration Procedures for Prescribed Medicines

All medicines may be harmful to anyone for whom they are not appropriate. At this school they will always be stored in the school safe or locked filing cabinet in class. They will be clearly labelled with:

- the name of the intended recipient
- the correct dosage
- the frequency of administration.

Access will be available only to the nominated staff.

Where medicines need to be refrigerated, they may be kept in a refrigerator containing food. They will be kept in an airtight container that is clearly labelled.

Access to any refrigerator holding medicines will be restricted.

Record-keeping

A written and signed record will be kept for every time a medicine is administered.

Medicines on Educational Visits

Where medicines have to be administered during educational visits, one of the nominated members of staff will be included on the visit.

Special arrangements will be made for the secure transport of the medicine and for appropriate facilities to be available at the location where the visit is to take place for the administration of the medicine.

Physical Activities and Extra-curricular Sport

This school will encourage pupils with medical conditions to participate in physical activities and extra-curricular sport. Similar flexibility will be applied when planning such activities as is applied to educational visits.

Controlled Drugs

Some medicines fall under the control of the Misuse of Drugs Act and its associated regulations.

This school accepts that a pupil who has been prescribed a controlled drug may legally have it in school. Controlled drugs will be:

- held securely

- accessible only to named staff
- recorded when administered

Non-prescription Medicines

Staff will not give a non-prescribed medicine to any pupil.

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. 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.