



Administering Medication Policy

Introduction

The Governing Body and staff of Brook Community 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.**

This policy is written in line with the DFE Guidance *'Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England'*.

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

1.5.1 Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication.

1.5.2 Allergies/Intolerances must be notified to the school office. For any food allergies/intolerances, the kitchen must also be notified and the parents must complete a separate form for the catering company.

1.5.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

1.5.4 Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

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

1.5.6 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.

1.5.7 Each item of 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

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 locked medicine cabinet / fridge as appropriate.

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

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 pupil'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.

1.5.12 The school will not make changes to dosages on parental instructions without written consent.

1.5.13 Medicines should be collected by the parent at the end of each term.

1.5.15 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. Asthma inhalers (of the relief type) should be readily available to the child and may be kept by the Class Teacher depending on the age/stage of the child.

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 or through specific training through other professionals in consultation with parents/carers.

1.5.17 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. The protocol for arranging trips is that all children in the relevant group have their needs considered before arrangements

are made. 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. This may be as a result of a new or recent diagnosis or a changing condition.

Control measures for storage of medicines:

- Staff ensure that medicine is only accessible to those for whom it is prescribed
- All controlled drugs are kept in a locked cupboard and only staff have access, even if pupils normally administer the medicine themselves
- An identified member of staff regularly checks the expiry dates for all medicines stored at school.
- Medicines are stored in accordance with instructions, paying particular note to temperature. Where medicines need to be refrigerated, they are stored in a fridge and are clearly labelled.