



Policy status

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| title: | Administration of medicine | | |
| status: | Approved | | |
| owner: | Strategy Committee | | |
| nominated governor: | Nicola Child | | |
| release date: | 10/9/15 | Valid until: | September 2016 |
| Head teacher (signature if required): | | Date: | |
| Chair of governing body (signature if required): | | Date: | |

The Head Teacher will allow the administration of medication to pupils that have been prescribed by an appropriate medical practitioner i.e. GP or Paediatrician.

Mrs Linda Morgan is the designated member of staff responsible for the administration of prescribed medication.

No medication must be given to any pupil without the specific written consent of the parent/carer concerned, which must include evidence that the child needs to take the medicine during school hours. Consideration should be given to the need for the medicine to be taken during school hours – most medication can be taken satisfactorily before and after school and at night.

The medicine, together with a completed and signed consent form (available on the website) should be delivered to the school, where possible by a parent, and should be handed personally to Mrs Linda Morgan. In no circumstances will any member of staff administer prescribed medication on their own initiative or without the written consent of parents/carers. If parents are unable to provide written consent using Form 1, or the school have some reason to doubt the information provided, we will seek confirmation directly from the medical practitioner.

A written record will be kept of the administration of all prescribed medication to pupils, checked and completed by Mrs Linda Morgan. Forms 1 and 2 will be kept in the 'Administration of Medicine' file held in the school office.

All medicines must be stored safely in the pharmacist's original container and be clearly labelled with the contents, the child's name, the dosage and/or other instructions.

Medicines held on site will be stored in the office, in a cupboard beyond the reach of children. Should the medication require refrigeration the staff room fridge will be used. Medication taken to off -site activities will be in the care of Mrs Linda Morgan or another fully trained member of staff.

Any completed or unused medication, when the course of administration has ended, must be collected directly from Mrs Linda Morgan by parents. At this point the consent form and record of administration will be returned to parents.

Non-prescribed medicines should not be given unless in very exceptional circumstances. Cases like this should be referred to the Head Teacher. If the decision is taken to allow the medication it will be treated as prescribed and the procedure above followed.

If the Head Teacher considers it inappropriate to administer certain medicines and the parent is available, the parent will be asked to bring the medicine into school and administer it accordingly.

For further details on procedures for Asthma please see Appendix 7 of the Health and Safety Policy .

All staff are trained in the use of epipens for children for whom there is a health care plan and they are kept in the office for quick access .It is the parents responsibility to ensure that they are replaced before the expiry date.