



# Collierley Primary School

## Administration of Medicine Policy

### Aims

The Board of Governors and staff of Collierley Primary wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed/over the counter medication during the school day **where those first aid members of staff who have volunteered to do so.**

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

### Objectives

- To encourage and support inclusive practice
- To ensure regular attendance by all children

### Important procedures

- Parents are responsible for providing the Headteacher and First Aid members of staff with comprehensive information regarding the pupil's condition/illness and medication.
- Prescribed and over the counter medication **will not** be accepted in school without complete written and signed instructions from the parent/carer. The original container/box with instructions **MUST** accompany the medication.
- 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.
- Each item of medication *must* be delivered to school staff in normal circumstances by the parent/carer. **The medication should be in a secure and labelled container as originally dispensed.**
- Each item of prescribed 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.**
- Each item of over the counter medication must be clearly labelled with the following information:
    - . **Dosage.**
    - . **Frequency of administration.**
    - . **Storage requirements (if important).**
    - . **Expiry date.**

## **The school will not accept items of medication in unlabelled containers.**

### **Roles and responsibilities**

- The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions.
- Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school's ability to provide effective support will depend to an appreciable extent on working co-operatively with other agencies. Partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents and pupils will be critical.
- An essential requirement for any policy therefore will be to identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of pupils with medical conditions are met effectively.

### **Medication**

- Medication will be kept in a secure place, out of the reach of pupils. Children will have access to their individual inhalers in a zipped clear wallet in the classroom.
- 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 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 Headteacher and/or first aid members of staff, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
- After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- First Aid staff who volunteer to assist in the administration of medication, will receive appropriate training/guidance through arrangements made with the School Health Service representative (School Nurse).
- 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.
- Day trips residential visits and sporting activities:  
Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Schools should make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

### **Record keeping**

- The school will keep all medical documents for at least 5 years and these can be accessed by parents.