



Administration of Medication in School Policy

(No 83)

Responsibility for policy update lies with the Head Teacher.

To be reviewed by Full Governing Body a minimum of every **3 Years**.

Dates Adopted
14.04.16
15.05.19
19.05.22
May 25

Administration of Medication in School

The Governing Body and staff of St Patrick's Catholic Primary School 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 medication during the school day where those members of staff have volunteered to do so or hold a valid qualified Paediatric First Aid Certificate.

The schools advice to parents are that they should keep their children at home if acutely unwell or infectious.

Procedures to be followed:

- 1 Parents are responsible for providing the Head Teacher with comprehensive information regarding the pupil's condition and medication.
- 2 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- 3 Staff will not give a non-prescribed medicine to a child unless there is written specific permission from the parents.
- 4 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time)
- 5 **The school will not accept items of medication in unlabelled containers.** Each item of medication must be delivered to the authorised person, 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:-
 - Pupils Name
 - Name of medication
 - Dosage
 - Frequency of medication
 - Date of dispensing
 - Storage requirements
 - Expiry date
- 6 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 cabinet.
- 7 The school will keep records, which they will have available for parents.
- 8 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.
- 9 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- 10 The school will not make changes to dosages on parental instructions.

- 11 School staff will not dispose of medicines. 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.
- 12 Medicines, which are in use and in date, should be collected by the parent and the end of the day.
- 13 Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision.
- 14 The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises. 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 and medication is necessary.