

# **Administration of Medication**

## **Brixworth CEVC Primary School**



**Approved by:**

**Date:** April 2018

**Last reviewed on:**

April 2018

1. The Governors and staff of Brixworth CEVC Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The utmost caution must therefore be exercised when giving medication to any child. The school's medication policy is in place to prevent errors in administering medication. The policy must be followed at all times and on all occasions. 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.
2. A parent/carer requesting the administration of medication may request a copy of the school's policy.
3. Medication will only be accepted in school if it has been prescribed by a doctor or given as treatment for an ongoing condition. The school will inform the school nurse of any pupil, who has been prescribed a controlled medication e.g. Methylphenidate (e.g. Ritalin, Equasym). Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group. They are most unlikely to be prescribed to children at school except Methylphenidate (e.g. Ritalin, Equasym)
4. Non-prescribed medicines, unless provided as part of an ongoing, long-term condition, will not be given in school. A request by a parent to administer a non-prescribed drug should be referred to the Headteacher or to a delegated member of staff.
5. Medication will not be accepted anywhere in school without written and signed instructions and permission from parent/carer. Letters from parents may be accepted but must be attached to the permission forms provided by the school (spare copies of which must be available in every classroom). Letters must be attached to the permission form and any missing information clarified or added i.e. child's full name, type of medicine etc.
6. The original permission form will be copied. The copy will be kept with the medicine and the original form will be placed in the 'Medicines Administration Permissions Forms' folder in the staffroom or Meeting Room (depending where the medicine is stored). The date/s and time/s of administering medicine will be recorded on both forms.
7. Each item of medication must be delivered in its original container and handed directly to the class teacher or to a nominated member of staff. All medicines (bottle or box) must be labelled with the child's full name.
8. Each item of medication must be clearly labelled and placed in a re-sealable plastic bag with the following information:
  - a. Pupil's name
  - b. Name of medication
  - c. Dosage
  - d. Frequency of dosage

- e. Date of dispensing
- f. Storage requirements (if important)
- g. Expiry date (if available)

9. The school will not accept items of medication that are in unlabelled containers.

12. Unless otherwise indicated, all medication to be administered in school will be kept in a designated clearly identified locked cupboard in the office. Medication requiring cold storage will be kept in the designated refrigerators, on the labelled shelf, in the staffroom or Meeting Room.

13. When giving medication two responsible adults must be present. They must have the permission form with them and both check the child, against the name and medicines label.

14. Where it is appropriate to do so, pupils may administer their own medication, if necessary under staff supervision.

15. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

16. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.

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. Separate, formally agreed arrangements are acceptable on educational visits that involve an over-night stay. 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.

18. There may be circumstances where the Headteacher's (or a person delegated by the headteacher) discretion will be applied.

*April 2018*



**BRIDWORTH**  
C.E. PRIMARY SCHOOL

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