

## Abbots Farm Junior School



### ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

The Governors and staff of Abbots Farm Junior School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.

#### **Procedures**

1. Any parent/carer requesting the administration of medication should be given a copy of the school's policy.
2. Medication will only be accepted in school on completion of an 'Agreement for schools to administer medicine form'. 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)
3. Medication will not be accepted anywhere in school without complete written and signed instructions from parent/carer.
4. Only reasonable quantities of medication should be supplied to the school/setting by a responsible person (no more than one day's supply) and recorded in the Medication Administration Records File (red folder in office).
5. Each item of medication must be handed directly to the Headteacher or to a nominated person authorised by the Headteacher (**Mrs McBirnie, Mrs Bowcutt**).
6. Each item of medication must be clearly labelled with the following information:
  - Pupil's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)
7. The school will not accept items of medication which are in unlabelled containers.
8. Unless otherwise indicated all medication to be administered in school will be kept in a designated clearly identified box (Yellow). Any other medication such as asthma inhalers are kept in the designated drawers in office or in the classroom.
9. The school will provide parents/carers with details of when medication has or has not been administered by their child through a sticky label in their learning diary.

10. Members of staff are **not** to administer medicines to the pupils. All staff members can supervise and support pupils taking medicine and will record in the Medication Administration Records File (located in the office). Parents are welcome to come into school to administer the medicine to their child.
11. 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.
12. 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 on 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.

Date Reviewed: January 2016 by S Farrell