

## Worsthorne Primary School



### **POLICY FOR THE ADMINISTRATION OF MEDICINES**

The Governors and Staff of Worsthorne 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 staff giving or supervising pupils taking **prescribed** medication during the school day, where those members of staff have volunteered so to do.

#### **Protocols:**

- Medication will only be accepted in school if it has been prescribed by a doctor.
- Medicine will not be accepted in school without complete written and signed instructions from the parent. It must not be sent into school with a pupil.
- Medicine must not be sent in without school's knowledge, for example in the child's lunchbox.
- Only reasonable quantities of medication should be supplied to the school so it can be stored safely.
- Each item of medication must be delivered in its original container and handed in at the school office.
- 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, e.g. storage in fridge
  - Expiry date
- The school will not accept any containers without legible labels.
- All medicine will be kept in the school office or the staff room fridge, unless otherwise stated in a Care Plan. Asthma inhalers will be kept in class.
- Records will be kept of when medicine has been administered and parents can request to see information relating to their own child.

- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary, under staff supervision.
- It is the responsibility of the parents to notify the school if there is any change to the medication, any change of dosage and when the medication is discontinued.
- Members of staff who volunteer to administer medication will be given appropriate training/guidance through arrangements made with the School Health Service.
- 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.