



## Hartmore School

### Administration of Medication at School Policy

#### Outline

The Directors and staff of Hartmore 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 administering the medication have volunteered to do so and have been appropriately trained.**

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

#### Administration of Medication in School

The following guidelines should always be met by parents/carers:

- Parents/carers are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents, detailing dosage and time of last dose. This would include Calpol, Paracetamol, Nurofen etc.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Parents/carers should ensure that each item of medication is delivered to the Authorised Person in a secure and labelled container as originally dispensed. Each and every item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.
- . Any specific instructions
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.
- . Signed consent for administration

- Where available, a Medication Plan or Protocol should be requested from the health professional by the parent/carer and a copy given to school along with the medication
- **The school will not accept items of medication in unlabelled containers or envelopes.**
- It is the responsibility of parents to notify the school in writing 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. Where possible, the school will endeavour to notify parents a week prior to medication running out

The following guidelines should always be met by school staff:

- Medication will be kept in the locked cupboard within the store Room, out of the reach of pupils.
- There will be a medication sheet for each medication kept in school
- The school will keep registers of administration with the medication, which they will have available for parents.
- A register of all medication administered in school will be updated on each occasion medication is administered and kept securely in the medical room filing cabinet
- Administration of medication is to be directly from the original box
- Parents will be informed in handover of any medication taken in school that day
- If children refuse to take prescribed medication, staff will not force them to do so but will inform the parents of the refusal as a matter of urgency. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- The school will not make changes to dosages without written parental or professional 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.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance.
- When a member of staff responsible for administering medication to an individual is away from school, it is the lead teacher's responsibility to co-ordinate the administration.
- 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.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

Hartmore School aims to create and maintain a safe environment for children and to manage situations where there are child welfare concerns. The school has clearly laid down and recognised procedures for dealing with abuse or suspected abuse which is in line with recommendations made by the Gloucestershire Safeguarding Children Board. Please refer to the school's Safeguarding Children/Child Protection Policy.

This Policy was written by Harry Howells for Hartmore School. It was last reviewed in September 2020. Next review is due in August 2021.