



St Mark's Elm Tree Primary School

A Policy for the Administration of Medicines

**Reviewed October 2016
Next review October 2018
Approved by Governors**

Policy For The Administration Of Medication In School

At St Mark's, Elm Tree Church of England Voluntary Aided Primary School we will:

- Welcome everyone
- Build Christian values and worship into our teaching
- Establish strong links between home, school and community
- Endeavour to reach our full potential and celebrate our achievements
- Care for, encourage and respect each other
- Support each other to stay safe, healthy and make a positive contribution to our world

Our school is a place where every person has the right to be themselves and to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We do not tolerate bullying.

1. The Governors and staff of St. Marks Elm Tree CE VA Primary 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 to do so.
2. Medication will only be accepted in school if it has been prescribed by a doctor.
3. Medication will not be accepted in school without complete written and signed instructions from the parent.
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. Each item of medication must be delivered in its original container and handed directly to the Headteacher (or to a nominated person authorised by the Headteacher).
6. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
7. 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

- ✓ Expiry date.
- 8. The school will not accept items of medication which are in unlabelled containers.
- 9. Unless otherwise indicated all medication to be administered will be kept in a locked medicine cabinet.
- 10. The school will provide parent/carers with details of when medication has been administered to their child.
- 11. Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/Carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- 12. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements or discontinuation of the pupils need for medication.
- 13. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the PCT.

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. Any such decisions will only be taken if there are no reasonable adjustments that the school can make.

Where 3 doses of medication are prescribed, parents will be expected to deliver one dose before school, one dose at home time and one at bedtime, to avoid the need for medication in school. If medication at lunchtime is a necessity, a letter from the child doctor must be brought in to school.