

## RIVINGTON FOUNDATION PRIMARY SCHOOL

### POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL 2015

1. The Governors and staff of Rivington 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 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. Medication will only be accepted in school if it has been prescribed by a doctor and with complete written and signed instructions from the parent.
3. The welfare of the child and whether he/she needs to be at home whilst taking medication; should be of paramount concern to the parent.
4. Only reasonable quantities of medication should be supplied to the school. If it can be given at home then it should be.
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. 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.
7. The school will not accept items of medication which are in unlabelled containers, including Calpol- this has to have a Pharmacy instruction leaflet specific to the child.
8. Unless otherwise indicated all medication to be administered in school will be kept in a safe place.
9. The school will provide parents/carers with details of when medication has been administered to their child.

10. Where it is appropriate to do so pupils will be encouraged to administer their own medication e.g. inhalers, 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.
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. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
13. 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.

## **ADMINISTRATION OF MEDICATION IN SCHOOL**

### **GUIDANCE FOR PARENTS/CARERS**

To ensure the **SAFE** administration of medication in school the following guidelines have been produced. If these are not followed then unfortunately the medication cannot be given. Please note that the Headteacher/Authorised Person can only accept medication prescribed by a doctor.

1. Parents/carers are responsible for providing the Headteacher with adequate information regarding their child's condition and medication. It is the parents/carers responsibility to inform the school in writing when the medication is discontinued or the dosage changed.
2. Medication and Calpol will not be accepted in school without complete written and signed instructions.
3. 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.
4. Only reasonable quantities of medication should be supplied to school, e.g. a maximum of 2 weeks supply at any one time.

5. Each item of medication must be delivered in the original container and handed directly to the Headteacher.

Each container must be clearly labelled with the following:

- Pupil's name.
- Name of medication.
- Dosage.
- Frequency of dosage.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

Items of medication in unlabelled containers will not be accepted.

### **REQUEST FORM FOR ADMINISTRATION OF MEDICATION**

The school will not give your child any medication unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

#### **DETAILS OF PUPIL**

Surname:

\_\_\_\_\_

Forename(s):

\_\_\_\_\_

Address:

\_\_\_\_\_

M/F:

Date of Birth: \_\_\_\_\_

Class: \_\_\_\_\_

Condition or illness:

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**MEDICATION**

Name/Type of Medication (as described on the container)

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For how long will your child take this medication:

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Date dispensed:

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**FULL DIRECTIONS FOR USE:**

Dosage and amount (as per instructions on container):

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Method:

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Timing:

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Special Precautions:

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Side Effects:

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Self Administration:

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Procedures to take in an Emergency:

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**CONTACT DETAILS:**

Name: \_\_\_\_\_ Daytime Telephone No.

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Relationship to Pupil:

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Address:

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I understand that I must deliver the medication personally to the Headteacher and accept that this is a service which the school is not obliged to undertake.

Date: \_\_\_\_\_ Signature(s):

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Relationship to pupil:

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**CONFIRMATION OF THE HEADTEACHER'S AGREEMENT TO ADMINISTER  
MEDICATION**