



Policy

Bradfield CE Primary School

Administering medicines

The Governors and staff of Bradfield Primary School wish to ensure that pupils with medication needs receive appropriate 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.** This policy should be read in conjunction with the Administering Medicines Policy.

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

- Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication. Individual Health care plans will be drawn up with the support of the parents for pupils with on-going medical needs.
- Prescribed medication will not be accepted in school without the completion of a medicine request form by the parent/carer.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- The school will not be able to give any non-prescribed medicines to children. The parent will be informed that if a child needs such medicine alternative arrangements will have to be made ie. the parent comes in school to administer the medicine.
- Each item of medication must be delivered to the school office, by the parent/carer **in a secure and labelled container as originally dispensed from the chemist.** Each item of medication and the signed medicine consent form must be clearly labelled with the following information:

Pupil's Name.

Name of medication.

Dosage.

Frequency of administration.

Date of dispensing.

Storage requirements.

Expiry date and batch number.

The school will not accept items of medication in unlabelled containers.

- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a secure medicine cabinet in the medical room. (There may be cases where the child's medication is kept in a secure place in the classroom).
- The school will keep records of time, date and dosage of medicine given.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- 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.
- The school will not make changes to dosages on parental instructions. Any changes will need to be authorised by a written letter from the child's doctor or on a new prescription.
- School staff will not dispose of medicines. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a pharmacist for safe disposal.
- 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.