

Redhill Primary School

Policy for the Administration of Medicines in School

Policy Statement

We ask parents to request that their doctor, wherever possible, prescribe medicine which can be taken at a time out with the school day.

As a school we recognise that there are times when it may be necessary for a pupil to take medicine during the school day.

We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this policy ie we will only administer PRESCRIBED medication.

Children with Special Medical Needs

Should we be asked to admit a child with medical needs we will, in partnership with parents/carers, School Nurses and our medical Advisors, discuss individual needs.

Where appropriate an individual alert card will be developed in partnership with the parents/carers, School Nurse and/or medical Advisors.

Any resulting training needs will be met.

On Admission to School

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital consultant, allergies, special dietary requirements etc.

Administration and Storage of Medication in School

Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to the School Office staff. The office staff will inform the Headteacher or in her absence, the Deputy Head teacher.

The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration clearly printed on the label.

The form 'School Medication Consent Record' will be completed by the parent/carer. This will be filed in the school office.

A record of the administration of each dose will be kept on the 'School Record of Medication' which will be signed by the member of staff who administered the medicine.

Reasons for any non-administration of regular medicine should be recorded and the parent/carer informed on the same day. A child should never be forced to accept a medication. "Wasted doses" (eg tablets dropped on the floor) should also be recorded.

Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.

If medication needs to be replenished, this should be done in person by the parents/carer.

Should the child be required or is able to administer their own medicine eg reliever inhaler for asthma, we will want to ensure that they understand their responsibilities in this area. We may want to check the child's technique before accepting full responsibility.

Storage and Disposal of Medication

All medication with the exception of Emergency Medication will be kept in a locked cupboard in the School Office.

A regular check will be made of the medication cabinet at least termly, and parents will be asked to collect any medication which is out of date or not clearly labelled. If parents/carers do not collect this medication it will be taken to the local pharmacy for disposal.

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