

# Rothersthorpe C of E Primary School



## POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Governors and staff of Rothersthorpe C of E Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Head Teacher accepts responsibility in principle for members of the school staff administering or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.

This policy will be made available on the school website.

1. Prescribed medication will be accepted and administered in school. The medication must be in its original packaging and dosage instructions clearly marked. The Head Teacher or nominated member of staff will inform the primary teacher of any pupil who has been prescribed medication. Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group. They are very unlikely to be prescribed to children at school, with the exception of Methylphenidate (e.g. Ritalin, Equasym).
2. Staff should never give a non-prescription medicine to a child unless there is a specific written agreement from parents or primary carer (form provided) and at the discretion of the Head Teacher, or nominated member of staff, for no longer than 2 consecutive days. It is the parents' or carers responsibility to make the school aware of any dosages that may have been administered at home.  
***Medicines containing ibuprofen and aspirin will not be administered unless prescribed by a doctor.***
3. Parents or primary carers are welcome to come into school to administer medicines themselves that the school refuse to administer.
4. Medication will not be accepted anywhere in school without complete written and signed instructions from a parent or carer.
5. Cough sweets and lozenges will not be accepted in school under any circumstances.
6. During residential visits and trips there will be a named person with responsibility for the administration of all medication including Piriton, Paracetamol based medicine (Calpol) and travel sickness tablets. Parents must complete written and signed instructions, which will be provided.
7. Only reasonable quantities of medication should be supplied to the school by the parent or carer, i.e. no more than a weeks' supply (exc. asthma inhalers) and recorded in the Medication Administration Records File.
8. If a child refuses to take medicine we will not force them to do so. However, we will note this in the records and contact the named person on the medicine record form. If a refusal to take medicines results in an emergency, then our emergency procedures will be followed.

9. Each item of medication must be delivered in its original container and handed directly to the Head Teacher or nominated person (Mrs Watt).
10. Each item of medication must be clearly labelled with the following information:
  - Pupil's name
  - Clear identification of medicine
  - Dosage size and frequency
  - Date of dispensing
  - Any specific storage requirement (e.g. refrigeration)
  - Expiry date (if available)
11. Unlabelled medication will not be accepted by the school.
12. Unless otherwise indicated all medication to be administered in school will be kept in a designated, clearly identifiable cupboard or staff room fridge. The only exceptions are asthma inhalers, which pupils may keep in the classroom.
13. The school will record details of when medication has or has not been administered to their child and can provide this to parents on request.
14. Where it is appropriate to do so, pupils will be encouraged to administer their own asthma inhaler, if necessary, under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their asthma inhaler with them in school.
15. 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 pupils need for medication.
16. 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. Separate, formally agreed arrangements are acceptable on educational visits that involve an over-night stay. 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.
17. Only nominated staff members, (who have volunteered) can administer medicine. Should there be no nominated staff on site then it is the responsibility of parents to come into school to administer the medicine themselves. Nominated Staff: Mrs. N. Fountain and Mrs. C. Watt.

**Signed:** Nicola Fountain – Head teacher  
Tony Davies - Health and Safety Governor

**Date:** February 2015