



Higher Failsworth Primary School

Medicines Administration Policy

'Working together for an Education for Life.'

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Administration of Medication in School

The Board of Governors and staff of Higher Failsworth Primary 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*.

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.

Prescribed Medications

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the school office (**not the class teacher**), in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

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

The school will not accept items of medication in unlabelled containers (e.g. loose tablets not in labelled blister packs).

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 locked medicine cabinet.

The school will keep records of the administering of medications, which they will have available for parents.

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 responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

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.

School staff will not dispose of prescribed medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs (for example, epilepsy, asthma, etc.), the school will ensure that a Medication Plan is drawn up, in conjunction with the appropriate health professionals and relevant school staff.

Non-Prescribed Medicines

Wherever possible, we would encourage parents to give non-prescribed medicines to children themselves at the start and end of the school day. However, we understand that this is not always possible and you may wish your child to have non-prescribed medicines during the school day. This may include over the counter pain relief, cough medicines or allergy medications.

As with prescribed medicines, school will not give a non-prescribed medicine to a child unless there is specific prior permission from the parents. The same procedures as detailed above will be followed.

There may be occasions when your child becomes unwell during the school day and you are unable to get to school to provide them with non-prescribed medication. In these instances, the school keeps a supply of liquid paracetamol (Calpol) which can be administered to pupils. **We will not administer this without first seeking parental consent by telephone.**

General Information

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

Medicines for Asthma and allergic reactions (e.g. inhalers and epi-pens) will be kept with the pupil in a designated location in their classroom, so that they have quick and easy access to them.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance. No member of staff will be made to administer medicines if they are not happy to do so.

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.

All staff will be made aware of the procedures to be followed in the event of an emergency.