

Eccleston St Mary's Church of England Primary School



A Policy Document for the Administration of Medication in School

The Governors and Staff of Eccleston St. Mary's C.E. Primary School wish to ensure that pupils with medical needs receive proper care and support at school.

Parents should ensure that if their child is receiving any medical attention, he/she is certified fit enough to come to school.

Parents should be responsible for coming into the school during the day to give any prescribed medicine to their child.

In cases where this is impossible or difficult, 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.

The following conditions will need to be applied:-

1. Medication will only be accepted in school if it has been prescribed by a doctor and prescribed four times a day. Parents would be expected to administer medicines if prescribed three times a day.
2. Medication will not be accepted in school without complete written and signed instructions from the parent. (Medical Form A – available from the school office).
3. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of one supply at any one time).
4. Each item of medication must be delivered in its original container and handed directly to the class teacher or member of the office staff

5. 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
 - Expiry date.
6. The school will not accept items of medication which are in unlabelled containers.
7. Unless otherwise indicated, all medication to be administered in school will be kept in the refrigerators in the store room or the staff room.
8. The school will record details of when medication has been administered to a pupil. (Medical Form B – available from the school office).
9. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.
10. 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.
11. Staff who are required to assist in the administration of medication other than medicine (eg epi pens) will receive appropriate training/guidance through arrangements made with the School Nursing Service.
12. Only medicines administered by spoon will be given by the Headteacher or staff. No eye drops or medicines which require other administering will be given. Parents will need to ensure that they can fulfil this function themselves during the school day.
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.
14. For pupils who require an inhaler, this should be labelled with the child's name and dosage and kept in the classroom. Each pupil should be responsible for their own inhaler but the class teacher should ensure that this is taken with the pupil on trips etc as indicated on the parental consent form. All instances when a pupil uses their inhaler will be recorded in the medical file kept in class.