



# ADMINISTRATION OF MEDICINES POLICY

**Approved by:** Governing Body **Date:** 19<sup>th</sup> November 2021

**Last reviewed on:** 19<sup>th</sup> November 2021

**Next review due by:** 31<sup>st</sup> December 2022

## ADMINISTRATION OF MEDICINES POLICY

The Governors and staff of Larkfield Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The School 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 relates mainly to short-term medication. For children with long-term medical conditions, this policy should be read in conjunction with our 'Supporting pupils with medical conditions in school' policy.

**Please note that children who are acutely unwell or infectious should be kept at home - guidance on when to keep children at home is on the school website.**

- Parents are responsible for providing the School with comprehensive information regarding the pupil's condition and medication.
- No medication will be accepted in school without complete written and signed instructions from the parent. [Form available at the school office or downloadable from the school website].
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels to school with someone else, parents should ensure the escort has written instructions relating to any medication sent with the pupil.
- Each item of medication must be delivered to the School Office by the parent or other responsible adult, **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.**

- 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 the school office [*this does not apply to on-demand or emergency medication such as asthma inhalers, diabetes drugs or epi-pens, which will be kept in the most appropriate location for the child and detailed in any IHP*]
- The school will keep records of medicines administered, which they will make available to 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 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, the School, will ensure that an individual healthcare plan [IHP] is drawn up, in conjunction with the appropriate health professionals.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- Staff, who volunteer to assist in the administration of medication, will receive any necessary appropriate training/guidance through arrangements made with the School Health Service. We will make every effort to undertake training as quickly as possible, however, until training is undertaken we may require parents to administer medicines. [This should only ever be a short-term measure].
- 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.

## Larkfield Primary School - Medicine Form

We will not give your child medicine unless you complete and sign this form. Medicines will be administered in line with our administration of medicines policy.

Period of medication / review date	
Name of child	
Date of birth	
Class	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration - y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Larkfield staff administering medicine in line with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) Date