



# Administering Medication Policy

Revised by: Mrs M Smyth & Board of Governors  
Date: September 2012

Date	Policy reviewed:	Policy amended:
September 2019		



The Board of Governors and staff of Cumber Claudy Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school.

**Please note that parents should keep their children at home if acutely unwell or infectious.** However, if a child returns to school while still taking a medicine, unless otherwise stated, most medicines should be taken at 6 hourly intervals. This should not interfere with school hours.

- ❖ Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- ❖ Each item of medication must be delivered to the Principal or class teacher by the parent or guardian, **in a secure and labelled container as originally dispensed.** Prescribed medication will not be accepted in school without a completed Administering Medication form filled in by parents or guardians. These forms are available from the school office.
- ❖ Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- ❖ Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- ❖ Medication will be kept in a secure place, out of reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked filing cabinet.
- ❖ The school will keep records. These will be kept in school and can be made 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 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 Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals. This plan must be signed yearly by the parent.
- ❖ Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.
- ❖ Asthma inhalers - parents should 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 appropriate training/guidance through arrangements made with the School Health Service.
- ❖ 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.

A handwritten signature in black ink, appearing to read 'K. M. S. M.', written in a cursive style.

Chair – Board of Governors