



Alexander Dickson Primary School

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Administration of Medication Policy

ADMINISTRATION OF MEDICATION IN SCHOOL

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

The Principal 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.**

Staff will not give a non-prescribed medicine to a child.

Please note that parents should keep their children at home if they are acutely unwell, infectious or if they feel that medication will be required during school hours.

Parents' Responsibility

In the case of a child on long-term or life-saving medication, the Principal will ensure that a Medication Plan and Protocol is drawn up in conjunction with the appropriate health professionals and parents.

- i. Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- ii. Medication will not be accepted in school without complete written and signed instructions from a doctor.
- iii. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at one time).
- iv. Each item of medication must be delivered to the Principal or authorised person, 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
 - Doctor's letter
- v. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- vi. 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.
- vii. 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.

School Responsibilities

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 under the sink in the staff room.

The school will keep records of administration of all prescribed medicines which will be available for parent's reference.

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.

The school will not make changes to dosages on parental instructions. A written doctor's note will be required.

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.

Staff which 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. 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.

Dear Parent

ADMINISTRATION OF MEDICATION IN SCHOOL

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

The Principal 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. **Staff will not administer non-prescribed medicine to a child.**

Children are allowed to carry medication such as inhalers, as long as it has been discussed with the Principal and a 'Request to carry medication' has been completed. A copy may be requested from the office or can be downloaded from the school website. This form will remain in school until the child leaves or alternatively parents inform school that the medication is no longer required.

In the case of a child on long-term or life-saving medication, the Principal will ensure that a Medication Plan and Protocol is drawn up in conjunction with the appropriate health professionals and parents.

Please note that parents should keep their children at home if they are acutely unwell or infectious. **Parents may call into school and administer medication.**

Thank you for your support in this matter.

Yours sincerely

R Lawther

Principal

ALEXANDER DICKSON PRIMARY SCHOOL
REQUEST FOR PUPIL TO CARRY MEDICATION

Appendix a

This form must be completed by parents/carers. If staff has any concerns, discuss this request with healthcare professionals.

Details of Pupil

Surname:	Forename(s):
Address:	Date of Birth:
	Class:
Condition of illness:	

Medication - Parents must ensure that in-date, properly labelled medication is supplied.

Name of Medicine:
Procedures to be taken in an emergency:

Contact Details

Name:	Phone No: (home/mobile) (work)
Relationship to child:	

I would like my child to keep his/her medication on him/her for use, as necessary.

Signed:	Date:
Relationship to child:	

Agreement of Principal

I agree that _____ (name of child) will be allowed to carry and self-administer his/her medicine whilst in school and that this arrangement will continue until _____ (either end of course of medication or until instructed by parents.	
Signed: (The Principal/authorised member of staff)	Date:

The original should be retained in the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication.