



"Education for life in the love of God and Neighbour"

Policy for
Administration of Medication in
School Policy

St Gregory's Catholic Primary School

Updated Jan 2015

St Gregory's Catholic Primary School

Administration of Medication in School Policy

This document concerns the administering of medication to children at St Gregory's Primary School

Guidelines for School:

Medicines are strictly controlled in school, and for this reason, we have decided to adopt the guidance provided by Lancashire Education Authority in their document "Model Policy for the Administration of Medication in Schools" issued September 2003.

1. The Governors and staff of St Gregory's wish to ensure that children with medical needs receive proper care and support at school. The Head teacher will accept responsibility in principle for members of the school staff giving or supervising children taking prescribed or non-prescribed medication during the school day where those members of staff have volunteered to do so.
2. Medication will only be accepted in school if:
 - (a) It has been prescribed by a doctor; or
 - (b) It is non-prescriptive medication accompanied by written consent from the child's parent/guardian. (Appendix 1)
3. Medication will not be accepted in school without complete written and signed instructions from the parent/guardian. (Appendix 1)
4. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).
5. Each item of medication must be delivered in its original container and handed directly to the office.
6. Where the child travels to school with someone other than their parent or guardian then parents should ensure the escort is informed of any medication sent with the child.

7. Each item of medication must be clearly labelled with the following information:

Child's name;

Name of medication;

Dosage;

Frequency of dosage;

Date of dispensing;

Storage requirements (if important);

Expiry date.

8. The school will not accept items of medication that are in unlabelled containers.

9. Unless otherwise indicated all medication to be administered in school will be kept in a medical cabinet unless requiring refrigeration.

10. If requested, the school will provide parents/guardians with details of when medication has been administered to their child.

11. The only form of medication that school allows a child to retain is an inhaler for asthma.

12. It is the responsibility of parents/guardian to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.

13. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

14. The school will make every effort to continue the administration of medication to a child 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 child on a school trip if appropriate supervision cannot be guaranteed.

2. Guidelines for Parents/Guardians:

To ensure the SAFE administration of medication in school the following guidelines have been produced. If these are not followed then unfortunately the medication cannot be given.

Please note that the Head teacher/Authorised Person can only accept medication prescribed by a doctor or non-prescriptive medication with full written details from the parents/guardian.

1. Parents/guardians are responsible for providing the Head teacher with adequate information regarding their child's condition and medication. It is the parents/guardians responsibility to inform the school in writing when the medication is discontinued or the dosage changed.

2. Medication will not be accepted in school without complete written and signed instructions.

3. Where the child travels with someone other than their parent or guardian they should ensure the escort is informed of any medication sent with the child.

4. Only reasonable quantities of medication should be supplied to school, e.g. a maximum of 4 weeks supply at any one time.

5. Each item of medication must be delivered in the original container and handed directly to the Office. Each container must be clearly labelled with the following:-

Child's name;

Name of medication;

Dosage;

Frequency of dosage;

Date of dispensing:

Storage requirements (if important):

Expiry date.

The school will not accept items of medication that are in unlabelled containers.

Appendices

The remaining part of this policy document contains examples of the forms that are available for use in connection with the administration of medication.

Appendix 1 - Application to school to administer medication
(Parent/guardian) to complete)

Appendix 2 - Record of Medication Administered (Completed by the
Authorised Person at the time the medication is administered)

Lindsey Walsh

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Administration of Medication in School Policy - APPENDIX 1

Application for School to administer medication

Details of Child:

Name:

Date of Birth:

Class:

Condition or illness:

MEDICATION:

Name/Type of Medication (as described on the container):

For how long will your child take this medication?:

Date dispensed:

FULL DIRECTIONS FOR USE:

Dosage and amount (as per instructions on container):

Method:

Timing:

Special Precautions:

Side Effects:

Self Administration: Yes/No

Procedures to take in an Emergency:

I understand that I must deliver the medication personally to the office.

Signature:

Date:

Relationship to child:

Administration of Medication in School Policy - APPENDIX 2

RECORD OF MEDICATION ADMINISTERED

Date

Child's Name

Time

Name of Medication

Dose

Member of staff giving medicine

Signed

Comments