

## THE ADMINISTRATION OF MEDICATION IN THE SCHOOL POLICY St John's School

The School Governance Committee and staff at St John's School wish to ensure that pupils with medical needs receive proper care and support at school. The administration of prescribed medication within school is, however, a matter within the discretion of the Head Teacher.

The Head Teacher will in principle accept responsibility for members of school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.

Any parent requesting the administration of medication during school hours will be given a copy of the school policy.

Medicines are only to be brought into school when essential; that is where it would be detrimental to the child's health if the medicine were not to be administered during the school day i.e. inhalers. Parents should ask the Prescribing Doctor that all other medications i.e. antibiotics be prescribed in dose frequencies that can be given outside the school day.

Medication will only be accepted in school when it has been prescribed by a Doctor and this includes all creams and lotions. (Not including suntan lotion that the child can administer themselves).

If a parent requests that medication be administered in school they must complete the form "Request for school to administer prescribed medication" (this is available from reception) and submit it to the Head Teacher before bringing any medication into school. The Head Teacher will if in agreement provide the parent with a confirmation agreement form. If confirmation is given the medication must be handed directly to the Head Teacher (or a nominated person) by the parent.

The medication must be delivered in its original container, with the patient advice leaflet. The medication must be clearly labelled with the following information:

- Pupils full name.
- Name of medication.
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements
- Expiry date.

Under no circumstances will this school administer any medication which is not in its original container.

If a pupil refuses to take medication the school will inform the parent.

Parents may request that their child retains their asthma inhalers with them in school for use at any time. In this incidence the parent is requested to

complete the form "Request for a pupil to carry medication in School" which is available from reception.

If a parent requests that a controlled drug i.e. Ritalin be administered to their child in School and the Head Teacher agrees to the administration of such drugs then the School must inform the School Nurse. Controlled drugs are subject to the prescription requirements of Drug Regulations. As such they must be stored in a locked non portable container, to which only named staff should have access. The School will only accept reasonable amounts of this medication (no more than one weeks supply). The School will keep a record of administration of all controlled drugs. A Health Care plan will be completed by the School and if deemed necessary a meeting will be convened by the head teacher (or the named authorised person) to agree the Health Care Plan.

It is the parent's responsibility to ensure that the medication remains in date, to inform the school of any change in medication, a change in dose requirements or the discontinuation of medication.

At School all medication other than asthma inhalers, will be stored in a designated clearly identified locked cupboard - available to staff but inaccessible to pupils.

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance from the School Health Provider. All staff understand and are trained in the schools general emergency procedures.

This school will make every effort to continue the administration of medication to children whilst on outings or residential trips. This is however something that will need to be discussed with parents on an individual basis. Unfortunately there may be occasions when it may not be possible to include a child on a school trip if appropriate supervision can not be guaranteed.

This policy will be reviewed on a yearly basis by the School Nurse in consultation with the Head Teacher and The School Governance Committee.

Approved by School Governance Committee on .....

Reviewed October 2016