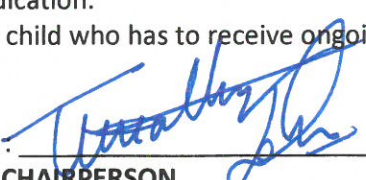




## Administration of Medicines Policy

The School recognises that pupils may at some time need to take prescribed medication during the School day. The policy sets out the procedure for prescribed medicine so as to safeguard the health and safety of pupils and staff.

1. Non prescriptive medicines will neither be stored nor administered to pupils in School.
2. Prescribed medicines will only be administered in School as follows:-
  - Parents should complete the attached Form giving details of the medicine, instruction regarding administration and time of administration.
  - Parents should inform the School as to whether the medication is ongoing or to be taken up until a particular date. Any possible side effects need to be listed and/or the information leaflet that is normally supplied by the manufacturer made available.
  - Medicine should be handed to the headteacher or class teacher, who will ensure that the medicine is stored out of the reach of children. In the case of there being an off-site visit, the class teacher will store the medicine in their hand luggage for safekeeping.
  - Where possible, the medicine should be self administered, under the supervision of an authorised adult.
  - Where it is impractical for the child to self-administer the medicine, the class teacher or an authorised adult may administer the medicine having being given specific instructions, and witnessed by another member of staff.
  - It is the responsibility of parents to ensure the medication date has not expired. If there is any doubt about any procedure staff should not administer, but seek advice from the Headteacher.
  - If a child refuses the medication, they will not be forced. Under no circumstances will we attempt to hide the medicine in food or drink.
  - If any error occurs in taking the medicine, i.e. forgotten to take, spillage of medicine, the class teacher will report to the parents.
3. Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can be done in a particular emergency situation, with particular reference to what may be a risk to the child.
4. Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
5. Any child who has to receive ongoing medication should discuss this with the Headteacher.

SIGNED:   
CHAIRPERSON

SIGNED: E. Davies  
HEADTEACHER

DATED: 8.1.18



### ADMINISTRATION OF MEDICINES

Please complete this form if your child is required to take prescribed medicine during School time.

#### PUPIL DETAILS:

Name: \_\_\_\_\_

Condition or illness : \_\_\_\_\_

Medication

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

\_\_\_\_\_

How long will you child take this medication: \_\_\_\_\_

Is your child able to administer this medicine independently: YES \_\_\_\_\_ NO \_\_\_\_\_

#### DIRECTIONS OF ADMINISTRATION:

Usage and method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special precautions: \_\_\_\_\_

Side effects: \_\_\_\_\_

Signed (parent/guardian): \_\_\_\_\_

Confirmed/Signed (member of staff) : \_\_\_\_\_

Date: \_\_\_\_\_

#### UNTOWARD ISSUES WITH THE ADMINISTRATION OF MEDICINE:

\_\_\_\_\_

\_\_\_\_\_

REPORTED TO PARENT : YES \_\_\_\_\_ NO \_\_\_\_\_ SIGNED : \_\_\_\_\_

## Record of medicine administered to an individual child.

Date			
Time Given			
Dose Given			
Name of member of staff			
Staff initials			

Date			
Time Given			
Dose Given			
Name of member of staff			
Staff initials			

Date			
Time Given			
Dose Given			
Name of member of staff			
Staff initials			

Date			
Time Given			
Dose Given			
Name of member of staff			
Staff initials			

Date			
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