



Administration of Medicines policy

Updated March 2020
To be reviewed March 2021

Roundwood Primary School

ADMINISTRATION OF PRESCRIBED /non- PRESCRIBED MEDICINES POLICY

Any prescribed and non- prescription medication administered at Roundwood Primary School will only be administered with the consent of the Headteacher or a designated person, and the parent.

When a parent requests that school staff should administer medicine prescribed by a doctor, for an illness/condition they should provide the following:-

1. A signed request form (available from the school office)
2. The medication must be fully labelled to indicate child's name, dosage and frequency of administration and the name and address of the doctor who prescribed it.
3. For pupils whose statement of special educational needs, require ongoing administration of medication, a revised form should be obtained as part of the annual review procedure and their health care plan

Staff will then:

1. File the signed request form from the parent in the administration of medicines folder together with the dosage slip. Blank slips are filed in front of the folder. The file is kept in the first aid cupboard.
2. Store the medicine in the fridge
3. Administer or supervise the dosage of medicine at the stated time
4. Sign and date the dosage given on the slip

If the child is on a school trip, the medicine will be taken with the first aid kit and the dosage and time noted.

Staff will administer/oversee medication to any child with a long term condition or illness e.g. asthma, diabetes etc. The medication for an asthma sufferer will be readily accessible to the child. Medication for other conditions will be stored in a cabinet or cupboard used only for this purpose. A health care plan must be obtained from the parent/carer. (Health care plan forms available from the school office)

Where pupils require more complex administration of medicines, written instructions and training if necessary, will be provided by a school doctor or nurse.

Children are not responsible for their own administration of medication (except for the use of inhalers) and should not bring unprescribed medicines in to school.

The Governors and staff agreed this revised policy and have ensured that it is in line with the LEA guidelines on Health & Safety Code of Practice.

SIGNED _____ DATE _____