

ADMINISTRATION OF MEDICINES POLICY

- 1.1 Many pupils will need to take medication, or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion.
- 1.2 In some cases there may be a long-term need for pupils to take medication. To allow pupils to take or be given medication at school minimizes the disruption which could be caused by illness and allows their education to proceed at a steady rate alongside their peers.
- 1.3 Our aim is to work in partnership with parents, pupils and fellow professionals to ensure that children who require medication during school time are able to receive it in a safe and secure environment which allows them to continue to make progress at school and further their education.
- 1.4 Staff who provide support for pupils with medical needs which may include the administration of medication will be given support by the head, access to necessary information, and receive appropriate training.
- 1.5 Parents need to complete and sign a 'Request For Administration of Medicines' form (see appendix A) and hand it in to the named individual member of staff (Miss Hall) together with the medication.
- 1.6 Medicine must only be brought to school in a suitable container. The container should be clearly labelled with the following information:
 - name of the pupil
 - mode of administering e.g. oral/aural
 - name of the drug
 - dosage
 - frequency of administration
- 1.7 It is important that pupils who need to take medication at school are involved as closely as possible in the arrangements made for them.
- 1.8 Parents must take responsibility to update the school of any changes in administration for routine or emergency medication and maintain an in-date supply of the medication. Any unused or time expired medication must be handed back to the parents for disposal.

- 1.9 A secure location must be provided for the storage of medicines.
- 1.10 A record card should be completed for each pupil receiving medication. The card should include the following information:
- the medicines required by the pupil
 - details of dosage, mode and times for administration
 - the types of medicines being carried
 - the staff involved in administration or supervision of medication
- 1.10 For long-term medication a 'Request For Administration of Medicines' form will be issued to parents at the start of each academic year.
- 1.11 This policy will be reviewed by the Governing Body annually.

Last reviewed May 2007