



St. Mary's R.C. Primary School **A Voluntary Academy**

Holcombe Drive, Burnley, Lancashire BB10 4BH

Tel: (01282) 427546

e-mail: messageus@st-marys-burnley.lancs.sch.uk

web-site: www.st-marys-burnley.lancs.sch.uk



Administration of Medication in School Policy

This document concerns the administering of medication to children at St Marys RC 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 Mary'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:
3. (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).
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 on school transport with an escort, the parents/guardian should ensure the escort is informed of any medication sent with the child, including medication for administration during respite care.



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

Childs 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 in the staff room .

- 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.



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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.



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3. Where the child travels on school transport with an escort, parents/guardians should ensure the escort is informed of any medication sent with the child, including medication for administration during respite care.
1. Only reasonable quantities of medication should be supplied to school, e.g. a maximum of 4 weeks supply at any one time.
2. 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:

Childs 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.



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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).

LBushell

Acting Headteacher