

## Administration of Medication

### Policy Statement

*Rogerstone Primary School will do all it can to support and care for children with medical needs in order to ensure their health and attendance at school, and their access to the curriculum. This policy and procedures sets out the framework within which the medical needs of pupils will be managed. It has been the subject of consultation with the Staff and Governing Body.*

*In general there is only **one** set of circumstances in which the school may need to be involved in supporting the medical needs of its pupils:*

- *- Where the pupil has a long term or complex medical need which requires to be addressed to ensure the health and well being while at school. Example, epilepsy, diabetes, severe allergies.*

***It is not the intention that the school administer antibiotics and deal with medical issues relating to common illnesses. Wherever possible, it is expected that pupils take medication before or after school, or if required, parents are invited to attend during the lunch period to administer medicine.***

### Administration of Medicines

Teachers cannot be required to administer medication or to supervise its administration. Support staff can only be required to administer medication where this is specified in their contractual duties. The administration of medication and its supervision is, therefore, carried out by staff on a voluntary basis. However, staff have a legal duty of care towards the pupils. Therefore, expert training by health professionals is organised for staff in the presence of parents of those children requiring it. Support and teaching staff in Rogerstone Primary have readily taken on the skills and responsibility for the small number of pupils requiring medication, with the full support of the parents.

The following guidelines are rigidly adhered to:

1. No medication will be administered without the express written consent of the parent / guardian.
2. Long Term Medical Issues

For pupils with long term medical conditions requiring medication, a care plan must be provided by the appropriate health professional and signed by parents. This is reviewed annually

#### Short Term need for Administration of Medicine

In specific circumstances when parents / guardians cannot come into school to administer medication, school staff will administer prescribed medications. Parents must complete an Administration of Medication form (Appendix 1) BEFORE this can happen.

Parents will be expected to complete the 'Healthcare Plan for a Pupil with Medical Needs' and the 'Request for School to Administer Medication required in an Emergency'.

These forms are kept in the school office and up-dated annually. Medicines relating to the child will be held securely in the School Office in dated packages provided by parents with Emergency Telephone Numbers and Instructions.

3. Under no circumstances will any pupil be given pain killers or be allowed to self administer.
4. Reception pupils with asthma are assisted with their inhalers. From Year 1 pupils are encouraged to carry them with them, to manage and administer their own medication without supervision.
5. Where medication is administered by a member of staff, the medication should be in its original container and clearly marked with the pupil's name, dosage and frequency. It will be the parents responsibility to ensure that this is done and that medication is up to date. The information on the container should tally with the information in the forms. If it does not tally, it will not be administered and the parents or carers will be informed.
6. The administration of any medication will be recorded on the Administration of Medication Form.
7. Administration of medication will be by designated personnel only. No exceptions will be made to this policy, particularly in the administration of adrenaline injections and rectal diazepam, both of which require annual training of staff.
8. Where medication requires refrigeration, it will be stored in a separate airtight and clearly marked container. Provided these controls are enforced it is possible to store medication in a fridge containing food.
9. School staff will not dispose of surplus or out of date medication. It will be returned to the parent or guardian for them to dispose of.
10. Staff administering medication will keep a check on supplies and notify the parent or carer when it is running low.
11. School maintain a Medical File which is updated annually.
12. For residential trips, medication forms will be collected from parents.

### **Equal Opportunities Statement**

Rogerstone Primary School is committed to equality, including racial equality, for all members of the school community. The school promotes a positive and proactive approach to valuing and respecting diversity, and will not tolerate racial harassment of any kind.

## MEDICATION RECORD

Child's name	
DOB	
Medication being administered	
Amount to be given	
When to be given	
Action to be taken if issue with medication	Contact number:
Adults to administer medication	

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

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

School signature: \_\_\_\_\_

