

# **POLICY FOR THE ADMINISTRATION OF MEDICATION**

**Any parent/carer requesting the administration of medication  
should be given a copy of the school's policy.**



1. The Governors and staff of Milton Parochial Primary School wish to ensure that pupils 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 pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.
2. **Any parent/carer requesting the administration of medication should be given a copy of the school's policy.**
- 3a. **Medication will only be accepted in school if it has been prescribed by a doctor.** School to inform Peterborough Diocese Education Trust of any pupil, who has been prescribed a controlled medication e.g. Methylphenidate (e.g. Ritalin, Equasym). Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group. They are most unlikely to be prescribed to children at school except Methylphenidate (e.g. Ritalin, Equasym)
- 3b. For pupils requiring short-term pain relief, one dose of unprescribed over the counter pain relief may be administered at the discretion of the Head Teacher after 1p.m. in case of previous dose before school. The parents/carers must be notified when the dose was administered (see appendix 5).
4. **Medication will not be accepted anywhere in school without complete written and signed instructions from parent/carer (see appendix 1).**
5. Only reasonable quantities of medication should be supplied to the school/setting by a responsible person (no more than one week's supply) and recorded in the Medication Administration Records File.
6. Each item of medication must be delivered in its original container and handed directly to a member of the office staff.
7. **Each item of medication must be clearly labelled with the following information:**
  - a. **Pupil's name**
  - b. **Name of medication**
  - c. **Dosage**
  - d. **Frequency of dosage**
  - e. **Date of dispensing**
  - f. **Storage requirements (if important)**
  - g. **Expiry date (if available)**

8. The school will not accept items of medication which are in unlabelled containers.
9. Unless otherwise indicated all medication to be administered in school will be kept in a designated clearly identified locked cupboard/fridge.
10. The school may provide parents/carers with details of when medication has or has not been administered to their child.
11. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.
12. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
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 pupil 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 pupil on a school trip if appropriate supervision/support cannot be guaranteed.**

## **LINKED POLICIES**

Asthma Policy

This policy was reviewed and re-adopted by the Governing Board on 21<sup>st</sup> September 2016.