

# THE MAELOR SCHOOL



## Administration of Medicine Policy

<b>Committee Responsible</b>	<b>Wellbeing</b>
<b>Policy Author</b>	<b>LEY</b>
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The Board of Governors and staff of The Maelor School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher 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.

Please note that parents should keep their children at home if acutely unwell or infectious.

- Parents are responsible for providing the Headteacher with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- Each item of medication must be delivered to the Headteacher or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
  - o Pupil's Name.
  - o Name of medication.
  - o Dosage.
  - o Frequency of administration. This can only be amended by a medical practitioner.
  - o Date of dispensing.
  - o Storage requirements (if important).



- o      Expiry date.
- The school will not accept items of medication that have been taken out of the container as originally dispensed.
- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in the reception block.
- The school will keep records which they will have available for parents.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages on parental instructions.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- For each pupil with long term or complex medication needs, the Headteacher, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- It is understood that where clinically appropriate, medicines should be prescribed in dose frequencies which enable it to be taken outside school hours. Parents will be encouraged to ask the prescriber about this. It to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- It is the parents' responsibility to inform the school as soon as possible if a pupil has not taken a prescribed medicine prior to their arrival at school in the morning where a failure to do so will impact on the child's welfare.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
- 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 cannot be guaranteed.

- All staff will be made aware of the procedures to be followed in the event of an emergency.