

Grindleton CE Aided Primary School



Policy for the Administration of Medicines in School

February 2022

At Grindleton School we wish to secure the happiness and safety of all our children and staff. This policy is designed with our Christian Vision in mind.

‘In the same way, let your light shine before others that they may see your good deeds and glorify your father in heaven.’ Matthew 5 v16

Grow and shine in God's glory.

1. The Governors and staff of Grindleton C E Primary School wish to ensure that pupils with medical needs receive proper care and support at school.
2. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils with prescribed oral or ointment medication during the school day where those members of staff have volunteered to do so.
3. Medication will not be accepted in school without complete written and signed instructions from the parent. See appendix A
4. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at one time).
5. Each item of medication must be delivered in its original container and handed directly to the Headteacher, Secretary or Class Teacher.
6. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
7. Each container must be clearly labelled with the following:
 - Name of medication.
 - Pupil's name.
 - Dosage.
 - Dosage frequency.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.
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 secure cupboard/cabinet.
10. The school will provide parents/carers with details of when medication has 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. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
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 cannot be guaranteed.



Grindleton CE Primary School

Request for school to administer medication

Name of Pupil.....

DOB

Address:.....
.....
.....

Please administer the following medicine(s) to my child as named above:

Name of medication
.....

Dosage instructions
.....

Length of time to be administered
.....

Expiry date
.....

Signature of parent(s) or guardian(s)

Please print

Date