

ADMINISTRATION OF MEDICATION POLICY



March 2023

Reviewed November 2024

Ysgol Gynradd Blaenhonddan

Administration of Medication Policy

Aims of this Policy Statement

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

Prescription and Non-Prescription Medicines

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to the school office by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded on the Parental Agreement for school to administer medicine form, this is in accordance with WG guidelines circular 003/2010 and is available from the Health and Safety first aid file in the School Office;

- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.

Roles and Responsibilities of Staff

- Staff at Blaenhonddan Primary School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- All medicines are stored securely in the office with access only for staff;
- Administration of all medication will be recorded and witnessed by another member of staff;
- Asthma reliever inhalers are kept in the office Epipens are also kept in the school office;
- Relevant staff will be trained on how to administer Epipens each year.

Parents' Responsibility

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;
- Primary school children may be able to manage their own medication, under adult supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epipens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

Long Term and Complex Needs

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

Safe Storage of Medicines

The school is responsible for ensuring that all medicines are stored safely;

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;
- If medicines are agreed to be administered they will be stored in the school office under adult supervision;
- No medicine is kept in a locked cupboard to ensure swift and easy access;
- Where medicines need to be refrigerated they will be kept in the fridge in the office.

Managing Medicines on School Trips

On school visits the teacher is responsible for taking the class medication e.g. asthma pump, Epipen, eczema cream with them. They may agree to take temporary responsibility for administering medicine for which the parental agreement form would need to be completed.

Please note that all forms can be found in the Welsh government document 'Supporting Learners with Healthcare Needs'.

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This policy will be reviewed if anything changes.