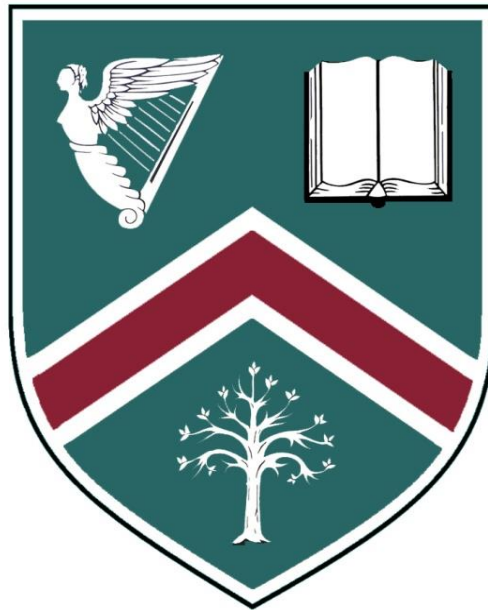


January 2015



STRATHEARN SCHOOL

**POLICY FOR THE
ADMINISTRATION OF MEDICATION IN
SCHOOL**

**Approved 17 September 2008
Amended January 2015**

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The Board of Governors and staff of Strathearn School wish to ensure that pupils with medication needs receive appropriate care and support at school. There is no legal duty which requires school staff to administer medication – this is a voluntary role. The Principal 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 and have received proper training.**

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

- **Parents are responsible for providing the school 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 only give a non prescribed medicine to a child if there is specific prior written permission from the parents. If pupils receive any medication during the course of the day, a card with this information will be sent home
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of a term's supply at any one time)
- Each item of prescribed medication must be delivered to the school reception or School Health Nurse in the Medical Room, in normal circumstances by the pupil in a secure and labelled container as originally dispensed. **Each item of prescribed medication must be clearly labelled, in date and accompanied by a covering letter with the following information:**
 - *Pupil's name, form and date of birth*
 - *Name of medication and dosage required*
 - *Under what circumstances the medication should be administered*
 - *Storage requirements (if important) and expiry date*

The letter should be signed and dated by the parent / guardian

The school will not accept items of medication in unlabelled containers.

- 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 a locked medicine cabinet
- The school will keep records, which they will have available for parents
- If a child refuses to take prescribed medication, parents will be contacted as soon as possible

- **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 prescribed medication when supplies are running low and to ensure that the medication supplied is within its expiry date
- The school will make changes to dosages only on instructions from a medical practitioner
- School staff will not dispose of medicines. Prescribed medicines, which are in use and in date, will be sent home at the end of the school year. Date expired prescribed medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal
- 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 prescribed medication with them in school**
- 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. **It is the parents' responsibility, however, to ensure that ALL relevant medical information pertaining to a pupil is provided to the school.** There may be occasions when, following a risk assessment, it may not be possible to include a pupil on a school trip if that pupil's medical needs cannot be met.