



# GILLIBRAND

Primary School

## The Administration of Medication in School

November 2024



## Gillibrand Primary School Administration of Medication in School Policy



The Governors and staff of Gillibrand Primary School wish to ensure that pupils with medical needs receive appropriate care and support at school. The Headteacher or Acting 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. This should be SLT, a member of the school office, and if unavailable, the class teacher.**

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

Medicines will only be administered in school when it would be detrimental to a pupil's health or school attendance not to do so.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. 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 (agreed class teacher or office staff), by the parent/guardian, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date.

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

Unless otherwise indicated, all medication to be administered in school will be kept in a locked cupboard in the Headteacher's office. 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:**

- provide the Headteacher with comprehensive information regarding the pupil's condition and medication.
- notify the school in writing if the pupil's need for medication has ceased.
- renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

**School will not:**

- dispose of medicines.

**The headteacher will:**

- monitor the individual healthcare plans.
- ensure that 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.
- ensure all staff will be made aware of the procedures to be followed in the event of an emergency.
- ensure all relevant staff are made aware of a child's condition.
- ensure risk assessments are completed for school visits and other school activities outside the usual school day.

Medicines, which are in use and in date, should be collected by the parent at the end of each year. 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.

Reviewed Autumn 2024