



St. Patricks R.C. Primary, Dipton

Whole school policy for Administration of Medication

Revision History					
Name	Ver	Reason for change	Status	Date	Review
Mrs J Burgess Mrs S Huddleston	1.1	Regular review Including updates with reference to Covid-19	Final	Oct 2020	October 2022
Mrs J Burgess Mrs S Huddleston	1.0	Regular review	Final	May 2018 Agreed by Standards and Curriculum Committee	May 2020
Mrs J Burgess Mrs S Huddleston	1.0	Regular review	Final	March 2016	March 2018

Written authority must be received from parents/guardians before prescribed medication will be administered.

All medicines should be brought to school and handed into the school office, in the first instance, before being passed to nominated staff representative for correct storage.

The following checks will be made:

- That only a suitable amount for administration during school hours is supplied.
- The container is securely sealed.
- The labelling confirms the pupil's name; dosage, frequency and duration of treatment course; date prescribed and expiry date.
- That appropriate measuring devices supplied by the dispensing chemist have been provided.

It is the parent/carer responsibility to ensure all medication (including inhalers) is within the correct expiry date.

Inhalers should be easily accessible to pupils and should always be taken by school staff on trips in case of need.

There is a lockable facility where medicines can be stored, however, most medicines need to be kept at a cooler temperature and are therefore stored in the fridge.

Inhalers belonging to all children are kept in the classroom. Inhalers are always taken on school trips.

Prior to administration of medication the named member of staff will check with the pupil his/her age and name against the information on the container label.

Additional measure to be taken during Covid-19.

Named member of staff to sanitise hands before and after giving medication.

PPE will be available, if required. Gloves, apron and visor will be expected during close contact.

Oral tablet or liquid medication will be administered in accordance with the instructions provided on the container/label as directed by the medical practitioner. Only individual measuring spoons supplied to the parents/guardians by dispensing chemists should be used.

Ear and eye drops should be administered by dropper in accordance with the instructions provided on the container/label as directed by the medical practitioner.

The parents/guardians of asthmatic pupils who require medication and who can take responsibility for self-administration should:

- Notify the Head Teacher of such a requirement
- Supply details of the type of medication, prescribed/expected dosage and frequency and manner of use.

After the administration of medication the nominated member of staff must ensure that the pupil's medical record is entered and updated.

On completion of the course of medical treatment, or on termination of the treatment arrangement, any unused medications should be returned to the parents/guardians.

The administration of non-prescribed medicines and treatment should in no circumstances be undertaken or issued by staff. This ranges from the taking of paracetamol tablets, doses of 'cough mixture', to homeopathic tablets and creams.

Information regarding medication e.g. inhalers will be included on additional school registers for swimming sessions/after school clubs/breakfast club to ensure continuity of care.

The nominated staff representatives are Mrs Charlton, Mrs. Hodgson and Mrs Drummond.