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Administration of Medicine

Written by	Gloucestershire County Council
Verified by	The Headteacher
Approved by	Curriculum and Staffing Committee
Review Date	Autumn 2019

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- 1.1 The Board of Governors and staff of Berkeley Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher or nominee 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.**

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

The school will not administer prescribed medication that has been prescribed by a doctor for less than 2 weeks.

- 1.2 Parents are responsible for providing the Headteacher, nominee and authorised person with comprehensive information regarding the pupil's condition and medication.
- 1.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- 1.4 Staff will not give a non-prescribed medicine to a child
- 1.5 Only reasonable quantities of medication should be supplied to the school (for example, a maximum of two weeks supply at any one time).
- 1.6 Each item of medication must be delivered to the Head teacher or nominee or Authorised Person, in normal circumstances by the parent, **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
 - Emergency contact numbers

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



- 1.7 Medication will be kept in out of the reach of pupils in the appropriate conditions. All medication to be administered in school will be kept in a locked medicine cabinet.
All medication can only be administered with two person's present one being the authorised person.
 - 1.8 The school will keep clear and accurate records, which they will have available for parents.
 - 1.9 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.
 - 1.10 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
 - 1.11 It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
 - 1.12 The school will not make changes to dosages on parental instructions.
 - 1.13 School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each full term. 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.
 - 1.14 For each pupil with long-term or complex medication needs, the Headteacher or nominee, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
 - 1.15 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.
 - 1.16 Staff who volunteer must hold as a minimum, Paediatric First Aid and be an appointed First Aider within the school. These appointed persons to assist in the administration of medication will receive appropriate training/guidance through arrangements made with appropriate Health Professionals.
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1.17 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.

1.18 All staff will be made aware of the procedures to be followed in the event of an emergency.

This policy will be reviewed in Autumn Term 2019