



St Matthew's Bloxam C of E Primary School

Headteacher – Mrs Anita Timson: BEd (Hons), NPQH
Deputy Headteacher – Mrs Helen Francis: BA (Hons) QTS



"Let Your Light Shine"

ADMINISTRATION OF MEDICATION IN SCHOOL POLICY

The Governors and staff of St Matthews Bloxam C of E Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility, in principle, for members of the school staff supervising pupils taking prescribed medication during the school day, where those members have staff have volunteered to do so.

Procedures

- 1/ Any parent/carer requesting the administration of medication should be given a copy of the school's policy.
- 2/ Medication will only be accepted in school on completion of an "Agreement for schools to administer medicine form".
- 3/ Medication will not be accepted anywhere in school without complete written and signed instructions from parent/carer.
- 4/ Only reasonable quantities of medication should be supplied to the school by a responsible person (no more than 1 days supply), and recorded in the Medication Administration Records File.
- 5/ Each item of medication must be handed directly to the Office Staff, or relevant, authorised person, that has agreed the medication can be administered.
- 6/ Each item of medication must be clearly labelled with the following information:
 - Pupils name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
- 7/ The school will not accept items of medication which are in unlabelled containers.

8/ Unless otherwise indicated, all medication to be administered in school will be kept in a designated area e.g. fridge/cupboard (in Admin Office).

9/ It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupils need for medication.

10/ 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. Separate, formally agreed arrangements are acceptable on educational visits that involve an over-night stay, 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.

Date Reviewed Feb 2020 by Jo Byard & Anita Timson