



Haverigg Primary School Administration of Medication in School Policy

This document concerns the administering of medication to children at Haverigg Primary School.

Medicines are strictly controlled in school, and for this reason, we have decided to adopt the guidance provided by Cumbria County Council Safety Advice Notes (SAN(M)1) their document Health and Safety- Administration of Medication (revised 2009).

1. The Governors and staff of Haverigg Primary wish to ensure that children with medical needs receive proper care and support at school. The Head teacher will accept responsibility in principle for members of the school staff giving or supervising children taking functional medicine only during the school day where those members of staff have volunteered to do so. This refers to medicines that are required for a child to function on a daily basis such as insulin for diabetes or an inhaler for asthma. Neither the Headteacher nor school staff will take responsibility for administering or supervising non-prescription or non functional prescription medication.
2. The GP surgery has advised that medicines required 3 times a day can be administered outside school hours.
3. If an antibiotic requiring administration 4 times a day then arrangements must be made by parents or carers to administer medication during the school day.
4. Whilst the school wishes to fully encourage attendance it is important that children do not attend school when they are unwell.
5. Medication will only be accepted in school if it has been prescribed by a doctor;
6. Medication will not be accepted in school without complete written and signed instructions from the parent/guardian and a healthcare Plan agreed with parents or carers.
7. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).
8. Each item of medication must be delivered in its original container and handed directly to the child's Classteacher. Unless otherwise indicated all medication to be administered in school will be kept in a medical cabinet.
9. Each item of medication or inhaler must be clearly labelled with the following information:
 - a. Child's name
 - b. Name of medication
 - c. Dosage
 - d. Frequency of dosage
 - e. Date of dispensing
 - f. Storage requirements (if important)

g. Expiry date

10. The school will not accept items of medication that are in unlabelled containers.
11. If requested, the school will provide parents/carers with details of when medication has been administered to their child.
12. The only form of medication that school allows a child to retain is an inhaler for asthma. The inhaler should be labelled as (9) above.
13. It is the responsibility of parents/guardian to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.
14. Staff who volunteer to assist in the administration of functional medication will receive appropriate training/guidance through arrangements made with the School Nurse or relevant Health Professional.
15. The school will make every effort to continue the administration of functional medication to a child 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 child on a school trip if appropriate supervision cannot be guaranteed.