



Rhiwbeina Primary School

Administering Medication

Policy on the Administration of Medicines during School Hours



Rhiwbeina Primary School

No member of staff is legally required to administer medicines to children. However, First Aiders and SMT are generally willing to assist parents to avoid unnecessary absence.

- From time to time parents request that the school dispenses medicines. These requests fall into two categories:

- 1 Children who require medication on a long-term basis (usually indicated on a care plan) eg Diabetes
- 2 Children suffering from short term ailments

The information below sets out the procedures and responsibilities for the safe administration of prescribed medicines to pupils during the school day, clearly depicting the parental and school responsibilities.

- The school will only administer prescribed medication that is essential on a long term basis.
Medicines such as antibiotics should be administered at home.

Parental Responsibilities

- Parents/Carers are responsible for ensuring that the medicine is prescribed by a medical practitioner and be clearly marked in the original in date container stating:
Child's Name
Dosage
Method of Administration
Time/Frequency of administration
- All medication must be accompanied with the necessary consent and instructions for use
- No medication should be sent to school in pupils' bags but handed into the office with completed request form/Care Plan

Access to Medication



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- Asthma Inhalers will be kept in classrooms for easy access during the day. Inhalers will be taken off site for class visits and for games activities. Older pupils will generally administer their own devices.
- Residential Visits. A separate medical consent form outlining the medication pupils will be taking on the visit will be issued prior to the visit.
- Epi Pens/Antihistamine will be kept in a clearly identified fluorescent yellow bag and remain with the pupil throughout the day.
- Specific Drugs ie Prescribed for neurological conditions will be kept in the headteacher's office

Application of Sun Preparations

This must be administered by parents before the start of the school day and not sent into school.

Changes to Medication

The school must be informed in writing at least 24 hours in advance of:-

- Any changes to a Care Plan or administration of medication
- Change to the dosage or timing of dispensing the medication
- Changes to the administration of the medication

If it is not possible to provide 24 hours notice parents/carers must speak directly to the headteacher or deputy head to inform them of the changes and follow up the discussion in writing.

The School will Ensure that: -

- Medication is stored safely and securely
- Medications requiring refrigeration will be stored appropriately
- Only authorised staff will administer medication, strictly in accordance with the written instructions outlined on the consent form.
- Where necessary, staff will be trained in the use of medication ie Diabetic training, use of Epi Pen
- Parents will be informed if there is a concern regarding the medication or its administration.

Emergency Situations

For an emergency the school will follow the school procedures



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- Ring the Emergency Services
- Contact the parents as soon as possible

Emergency medication will be administered as indicated in the Care Plan.

- Parents are expected to ensure the medication remains in date and should be collected at the end of the school year. An updated consent form should be completed at the start of the new academic year. Uncollected or out of date medicines will be returned to parents for safe disposal.

This policy will be kept under review.