



**Spon Gate Primary School**  
**Administration**  
**of medication**  
**policy**

At Spon Gate Primary School we recognise that there are situations in which it may be necessary for a pupil to take medication during the school day.

We are prepared to take responsibility for this in accordance with the guidelines laid down in this policy.

Parents will however be encouraged to ask their Doctors to prescribe medicines which can be taken outside of the school day.

### **Children with special medical needs**

Children who are admitted to Spon Gate Primary School with specific medical needs will be supported as far as possible in partnership with Parents/Carers and our School Nurse. Having discussed their medical needs a programme for support will be set up. This programme will be a written statement and will be reviewed in line with the needs of the child. This review will be at least annually. At Spon Gate Primary School we call these Individual Health Care plans.

### **Guidelines**

On admission to Spon Gate Primary School all Parents/Carers will be asked to complete an Admissions Form giving:

- Emergency Contact numbers
- Family Doctors
- Full details of Medical Conditions
- Outline of regular medication
- Allergies
- Special Dietary requirements

### **Administration of Medicines in School**

Under normal circumstances staff will not be expected to give children medicines. Only medicines that are prescribed by the family GP or medical prescriber will be administered during the school day. These medicines will only be administered when accompanied by the completed consent form which is available from the school office. If a child has medicine that is prescribed three times a day, parents/carers or a nominated adult are encouraged to come to school at lunchtime to administer by prior arrangement. Medicines need to be clearly labelled with the child's name, class and dosage to be given. All medicine's must be in the original packaging and have the prescription label attached.

Other exceptions are in the cases of ongoing medical conditions, requiring regular medical emergencies e.g. Asthma, Diabetes and Anaphylaxis.

In such cases the following Procedures must be used.

- The form 'School Medical Record' should be completed by the Parent/Carer.
- The Parent/Carer will come to school with the child, if appropriate, to discuss the programme for support and complete a Health Care Plan.
- A request form for the administrations of such medicines must be completed by the Parent/Carer.
- It is the Parent's/Carer's responsibility to notify the School in writing of any changes to the administration of Medication.
- Parents/Carers will personally hand over the Medication to a member of staff, and the medication will be checked together.
- It is the responsibility of the Parents/Carers to replenish medication and ensure that it is up to date.
- The medication should be in a suitable container that has been dispensed with the child's name and instructions for administration printed clearly on the label.
- Wherever possible, the children will administer the medication themselves.

All Medicines, with the exception of inhalers, should be kept in the Medical Box.

Children should be encouraged to keep their inhalers with them if they are required. These need to be labelled with the child's name and direction for use (there is a separate consent form to be completed for inhaler use).

Staff cannot be held responsible if children do not receive their prescribed medication or if they have a reaction to any medications administered.

It is not the responsibility of staff to check the dates of medication, this lies with the Parents/Carers.

School staff cannot be held responsible for administering out of date medication. Any out of date of completed medicines held at Spon Gate Primary School will be disposed of.

Children should not bring medicines with the exception of inhalers. Cough sweets are considered to be sweets and should not be brought to school.

## **Confidentiality**

All information about the medical needs of children must remain confidential to the child, parents and necessary staff. Staff need to be made aware of children with specific medical needs.

## **Emergency Procedures**

In the case of an emergency, it is vital that all staff act quickly and call for medical assistance from the emergency services as soon as possible. The child's parents should also be contacted.

- Where a decision has been made to take a child to hospital, then the parents must be contacted
- Medical information is contained on the child's record and this must be taken to the hospital.
- The child must be accompanied by a member of staff, who remains with the child until their parents arrive.

