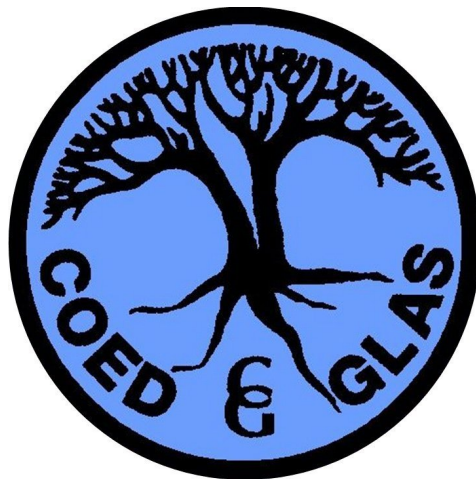


COED GLAS PRIMARY SCHOOL

'Roots to grow, wings to fly'



Administration Of Medication Policy

This policy will be reviewed every year, earlier if necessary.

Signed:

Headteacher.....  Date...January 2023.....

Chair of Governors..... Date.....

Written
Reviewed

DRAFT

Introduction

It is preferable that parents, or their nominee, administer medicines to their children. This could be organised by the young person going home during a suitable break or the parent visiting the school. However this is not always appropriate. In such cases a request must be made for medicine to be administered to the young person at school using the appropriate form **(Appendix 1)**. This must contain clear instructions regarding dosage. Any such medication is locked in the medical cabinet or stored safely in the classroom.

Each request for medicine to be administered to a young person in school will be considered on its merits.

Medicines

Only medicines that have been prescribed by a doctor dentist or qualified nurse will be administered in school. The school normally only administers medication that is required four times per day or more. They should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.

Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents could be encouraged to ask their prescriber about this.

Medicines brought into school are stored in the Medication cabinet or safely in the classroom. They are stored strictly in accordance with the product instructions and in the original container in which dispensed. The school's Administrative staff will ensure that the supplied container is clearly labelled with the name of the young person, name and dosage of the medicine and the frequency of administration.

Medication should be administered by the child's class teacher. All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.

Dear Parents and Carers,

The Administration of Medicine at Coed Glas Primary School

It is important for the safety of our children that school has a safe, clear, smooth-running system of administering medicines to children during the school day. The policy document has recently been updated and the procedures are outlined below.

There are two main sets of circumstances when parents require medication to be administered to children in school:

- cases of chronic illness or long-term complaints such as asthma or diabetes;
- cases where children are recovering from a short-term illness but are fit enough to come to school although require the completion of a course of medication, e.g. antibiotics

Where possible, it is preferable that parents (or an adult nominated by the parent) administer medication to their children. However, there are times when this might not be practicable. In these cases a written request must be made for medicine to be administered to your child in school. Each request will be considered on its merits. No organisation can insist that staff members administer medicine; however our staff have agreed to administer medication in line with Cardiff County Council Health and Safety guidelines and procedures outlined below:

It is the parent's responsibility:

- to ensure the appropriate form 'request for school to give medication' (available from the Administrative Office) to be completed;
- to hand the completed form to a member of the administrative team for approval;
- once approved, to hand the medication to the above, clearly labelled with the owner's name, contents, and dosage, in the smallest practicable amount. No medicine can be accepted from a child;
- to collect the medication at the end of the day and to ensure that it is returned each day for the agreed period of administration.

The purpose and clarity of these procedures is important in ensuring the safety of all the children.

Appendix 1

ADMINISTRATION OF MEDICINE CONSENT FORM

In the event that you are unable to come into school to administer medication yourself, as a last resort you can request the school to give medication at the discretion of the Headteacher.

Dear Headteacher,

I would ask that(full name of pupil) be given the following medicine (s) while at school. I confirm it is not possible to amend the timings to allow the medicine to be given out of school hours.

Name of medicine:.....

Duration of course:

Dose prescribed:

Date prescribed:

Time (s) to be given:

The above medication has been prescribed by the family or hospital doctor, dentist or nurse prescriber. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered to the school and collected by me or the under- mentioned responsible adult.

UNDER NO CIRCUMSTANCES MUST CHILDREN BRING MEDICINES INTO SCHOOL.

!/We accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.

Signed:(Parent/Carer)

Contact telephone no:

Address:

.....

.....

Date:

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or carer of the child and that the administration of the medicine is agreed by the Headteacher

2. The agreement will be reviewed on a termly basis

3. The Governors and Headteacher reserve the right to withdraw this service.

Agreement of a staff member:

I agree to administer the above

Name

Date.....