



Administration of Medicines in School. Policy and Procedures

Green Lane Primary Academy follows Local Health Authority guidelines on the dispensing of medicines and tablets.

- It is hoped that parents will accept responsibility for administering short term medication to their children at the appropriate time during the day. Most GPs are happy for medicines to be given in a morning, straight after school and at bed time. (If medication is prescribed 3 times a day it does not usually need to be brought into school.) However, if the prescription is for 4 times a day, or a specific time during the school day, then the following procedures should be followed:
- All medicines should be brought to school, by an **adult**, via the school office in order that a consent form can be completed by a member of staff trained in administering medication. Medication must be collected by an **adult** at the end of the day.
Medicines must not be brought in, or collected, by children and should not be handed to the class teacher or teaching assistant.
- School must have written evidence that the medication has been prescribed by a doctor or medical practitioner and should be in the original container with the **name of the prescribing person** (normally the Doctor), **the name and home address of the child and the name of the medication**, dosage and the frequency/time of administration. This information is normally found on the label the chemist attaches to the medicine when it is dispensed.
- Medication will be stored either in a locked cupboard or if required, the refrigerator in the medical room.
- All medication administered will be logged in the *Administration of Medication Record*.
- Nursery have their own secure cabinet for the storage of medication and a separate record of administration log book.
- School will **not** administer proprietary brand medicines bought over the counter at chemists' shops unless in very exceptional circumstances. The Head Teacher will make any such decision or, in her absence, another member of the leadership team.
- Only designated members of staff will administer medication – currently Mrs V. Cole and Mrs L. Azam. In their absence, Mrs Walsh, Mrs McLean or Mrs Thackstone should be consulted.
- Procedures for administering medication during out of school visits will be recorded on the Risk Assessment documentation. The member of staff in overall charge of an activity will be responsible for the administration of any medication.
- Any child receiving long-term medication will require an Individual Health Care Plan.
- If a child refuses to take their medication in school, parent/carer will be informed.

- Unused or expired medication will be returned to parent/carer for safe disposal at a pharmacy. Unclaimed medication will be taken to a local pharmacy by a designated member of staff, for safe disposal.
- Staff training will be arranged and updated regularly to meet the needs of staff and the children requiring medication.

See also: Asthma Policy and Guidance for Administration of Medication