



## Administration of Medication Policy

### Brimington Manor Infant and Nursery School

1. The Governors and staff of Brimington Manor Infant and Nursery School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.

2. School will follow **THE ADMINISTRATION OF MEDICINES AND ASSOCIATED COMPLEX HEALTH PROCEDURES FOR CHILDREN; ADVICE & GUIDANCE FOR CHILDREN'S SERVICES IN DERBYSHIRE (APRIL 2013)**

3. Any parent/carer requesting the administration of medication should be given a copy of the school's policy.

4. Medication will only be accepted in school if it has been prescribed by a doctor. School will inform the school nurse of any pupil, who has been prescribed a controlled medication e.g. Methylphenidate (e.g. Ritalin, Equasym). Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group. They are most unlikely to be prescribed to children at school except Methylphenidate (e.g. Ritalin, Equasym)

5. Medication will not be accepted anywhere in school without complete written and signed instructions from parent/carer.

6. Only reasonable quantities of medication should be supplied to the school by a responsible person and recorded in the Medication Administration Records File.

7. Each item of medication must be delivered in its **original container** and handed directly to the Headteacher or to a nominated person authorised by the Headteacher.

8. Each item of medication must be clearly labelled with the following information:
  - a. Pupil's name
  - b. Name of medication
  - c. Dosage
  - d. Frequency of dosage
  - e. Date of dispensing
  - f. Storage requirements (if important)
  - g. Expiry date (if available)
9. The school will not accept items of medication which are in unlabelled containers.
10. Unless otherwise indicated all medication to be administered in school will be kept in the school office.
11. The school will provide parents/carers with details of when medication has or has not been administered to their child. This will be in the form of a slip.
12. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision e.g inhalers
13. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
14. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
15. This policy will be reviewed every two years.

Reviewed Date: Autumn 2016

Date Policy accepted: 1<sup>4</sup><sup>th</sup> September 2016

Review: Autumn 2017, unless required earlier