



## **Policy for Administration of Medication**

**This policy should be read in conjunction with all equality, diversity, disability, racial and gender schemes and policies**

- ❖ Medication will only be administered if it is prescribed and on the instructions of a medical practitioner.
- ❖ Any medication brought into school for administration should be in its original container and be clearly labelled, from a medical practitioner, stating dosage instructions and times. It should also include the child's name, date of birth and date the prescription was issued.
- ❖ Medication will only be administered if it is vital during the school day. (i.e.: if it needs to be administered 4 times daily, given at a specified time or is an emergency medication).
- ❖ **Non-prescribed medication will not be administered to children.**
- ❖ If medication needs to be administered at school, it will be given to your child by a member of staff who is trained in administering medication.

### **What parents need to do if their child requires medication to be administered at school**

- ❖ Bring the medication into school and ask to see a member of the office staff.
- ❖ On the acceptance of the medication, you will need to fill in and sign a consent form regarding the administration of the child's medication.
- ❖ If possible, only one week's supply of a prescribed medication should be brought into school at any one time.

### **What the school does**

- ❖ Provides for the welfare of all children with medication needs.
- ❖ Ensures medication is kept safely stored.
- ❖ Ensures medication is administered safely to your children.
- ❖ Maintains a medication register to record the times and dates that medication is administered to your child.
- ❖ With parents and carers, we aim to put in place, care plans, to ensure the welfare of children on long term or emergency medication.

**Reviewed by:** G. Austin 04.12.23