

# Dolphinholme C.E. Primary School

## ACCESS TO EDUCATION FOR CHILDREN WITH MEDICAL NEEDS POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

### MISSION STATEMENT

‘With God at the heart of everything we do,  
We educate by encouraging a sense of wonder, praise and mutual respect.  
We offer every child opportunities for success, making them confidently  
equipped for life’s journey.’

The purpose of this policy is to address the needs of individual children who have long term medical needs or require medication and special assistance.

Staff administering will only be involved on a voluntary basis and will be requested to volunteer.

When a child is admitted to school who fits the above criteria on a long term basis, a meeting will be arranged between the Headteacher, teachers, parents and a health professional(s), to prepare an individual plan so that all parties are fully informed, are supported and are in agreement.

1. The Governors and staff of Dolphinholme C.E. Primary 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. Prescribed medication will only be accepted in school if it has been prescribed by a doctor, dentist, nurse or other authorised health professional, and its administration is fully understood by those who will administer it.
3. Non-prescription medicines may need to be administered in school. These will only be administered with complete written and signed instructions from the parent. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken.
4. Medication will not be accepted in school without complete written and signed instructions from the parent. Instructions must match the prescriber’s directions or the administration instructions on the packaging.
5. Only reasonable quantities of medication should be supplied to the school, on a weekly basis.

6. Each item of medication must be delivered in its original container with original prescriber's directions/in the original packaging and handed directly to a member of school staff.
7. Where the pupil travels on school transport with a driver, parents/carers should ensure the driver is informed of any medication sent with the pupil.
8. Each item of prescribed medication must be clearly labelled with the following information:
  - Pupil's name.
  - Name of medication.
  - Dosage.
  - Frequency of dosage.
  - Date of dispensing.
  - Storage requirements (if important).
  - Expiry date.
9. The school will not accept items of medication, which are in unlabelled containers. The school will not accept medicines where labelling or instructions are unclear or ambiguous. School reserves the right to request that parents seek further written clarification from the prescriber.
10. Unless otherwise indicated all medication to be administered in school will be kept in a locked cabinet. Where temperatures have to be controlled then medicines will be stored in a refrigerator in a marked container but will not be locked. A fridge is situated in the staff room where children do not have unsupervised access.
11. The school will keep a record with details of when medication has been administered to children.
12. Where it is appropriate to do so pupils will be encouraged to administer their own medication under staff supervision.
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. A parent's signature will be required.
14. Staff who volunteer to assist in the administration of medication will receive appropriate guidance through arrangements made with the School Health Service.
15. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

This policy will be reviewed and amended as appropriate and sits alongside guidance found in the following documents:-

'Medicine Safety and other health related topics'

'Supporting Pupils at School with Medical Conditions' December 2015

Copies of these documents are held on the headteacher's computer.

May 2017