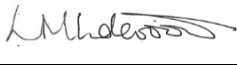
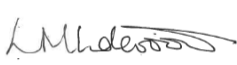


Policy Date:	October 2019	Version: 1.1		
Policy Review Date:	October 2021	Mrs Louise Underwood (Head Teacher)		9.10.2019
Next Policy Review	October 2023	Mrs Louise Underwood (Head Teacher)		9.10.2021
Next Policy Review	September 2025	Mrs Louise Underwood (Head Teacher)		4.9.2023
Adopted by Governing Body:				
Chair Of Governors.		C Brown		8.9.2023



Avenue Primary School Administration of Medication Policy 2023- 2025



1. The Governing Body and staff of Avenue Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head Teacher 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.

Please note that parents should keep their children at home if acutely unwell or infectious.

2. Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication. This is given on the pupil medical information sheet which is sent out at the beginning of each school year. However, parents are requested to inform the school of changes in their child's medical requirements at all times.
3. Prescribed medication will not be accepted in school without a completed request form available from the office. All medicines must be brought to the office at the beginning of the school day and collected from there at the end.
4. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
5. Each item of medication must be delivered to the office, in normal circumstances by the parent or guardian, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
 - Pupil's Name.
 - Name of medication
 - Dosage.
 - Frequency of administration.

- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

6. In certain cases, non-prescribed medicines such as Calpol, children's Ibuprofen, Piruton and travel sickness tablets will be accepted if a permission form is completed by the child's parent/guardian. This is in accordance with the advice from the Health and Safety advisor and it is essential that there is adequate reason for the medication to be administered, eg hayfever, ongoing muscle/joint pain, travel sickness, but should not be given as a precaution, for example, if a parent/guardian feels that their child is generally 'unwell'. Any final decision is the responsibility of the head teacher.
7. Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all 'short-term' medication to be administered in school will be kept in the staff room, either stored in the medicine fridge if required, or in the first aid cabinet nearby, together with the signed administration of medicine form. Epi-pens and similar adrenalin-based injector pens will be stored in the office in the cabinet drawer clearly marked with the first aid symbol. Long term, on-going medication such as inhalers and eczema creams will be stored in a zip wallet in the child's classroom, in a location known to the child so that he/she can access them when necessary.
8. The school will keep a record of all medicines to be administered on each day, and this will then be checked by the member of staff responsible for administration. Details of the medicine, dosage and time will be recorded on the back of the administration request form, together with the member of staff's initials. These forms will then be kept in the office where they will act as a permanent record.
9. If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
10. It is the responsibility of parents to notify the school if the pupil's need for medication has ceased.
11. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. A record of all adrenalin injectors such as Epi-pens, is kept in the office, with expiry dates.
12. The school will not make changes to dosages on parental instructions.

13. School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
14. For each pupil with long-term or complex medication needs, the Head Teacher will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.
15. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.
16. **Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.**
17. 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.
18. All staff will be made aware of the procedures to be followed in the event of an emergency.