



## **POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL**

1. The Governors and staff of Nateby 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. Medication will only be administered where parents have given written consent.
3. Medicine containing aspirin must be prescribed by a doctor.
4. Medication will not be accepted in school without complete written and signed instructions from the parent.
5. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).
6. 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- in this case Mrs Houghton or class teacher).
7. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
8. Each item of 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.
10. Unless otherwise indicated all medication to be administered in school will be kept in school office or fridge where necessary.

11. The school will provide parents/carers with detail of when medication has been administered to their child.
12. When it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
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. 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.
15. Nateby School will work with parents and health professionals where pupils have specific health care needs.
16. A Health Care Plan will show how school will meet these pupils' needs.

**Policy approved and agreed by Governing Body –  
Up-dated February 2022- awaiting further guidance from DFE**