



'It's awesome at Ayresome'

Administration of Medication in Ayresome Primary School

This document concerns the administering of medication to children at Ayresome Primary School.

Guidelines for School:

Medicines are strictly controlled in school, and for this reason, we have decided to adopt the guidance provided by DFE in their document "Supporting pupils at school with medical conditions." issued April 2014.

1. The Governors and staff of Ayresome Primary wish to ensure that children with medical needs receive proper care and support at school. The Head teacher will accept responsibility in principle for members of the school staff giving or supervising children taking prescribed medication during the school day where those members of staff have volunteered to do so.
2. Medication will only be accepted in school if it has been prescribed by a doctor or other authorised prescriber.
3. Medication will not be accepted in school without complete written and signed instructions from the parent/guardian.
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 in its original container and handed directly to the member of staff responsible (or authorised deputy) for storage and administration.
6. Where the child travels on school transport with an escort, the parents/guardian should ensure appropriate arrangements are made for transfer of medicines to the respite carer involved.



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7. Each item of medication must be clearly labelled with the following information:

- o Child's name;
- o Name of medication;
- o Dosage;
- o Frequency of dosage;
- o Date of dispensing;
- o Storage requirements (if important);
- o Expiry date.

The member of staff responsible will conduct a weekly audit to monitor levels and dates of expiry for medication. When administering medicine two signatures from authorised staff must be documented.

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

9. Unless otherwise indicated all medication to be administered in school will be kept in a locked medical cabinet or locked refrigerator.

10. If requested, the school will provide parents/guardians with details of when medication has been administered to their child.

11. The only form of medication that school may allow a child to retain is an inhaler for asthma.

12. It is the responsibility of parents/guardian to notify the school at the earliest opportunity if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.

13. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

- The following staff have been trained in administering medication.

Suzanne Farley, Libby Lavelle, Tina Fingland, Louise Fawcett, Tracy Stephenson, Liam Corcoran, Sophie Dunn, Barbara Wilson, Jayne Hart, Karla White

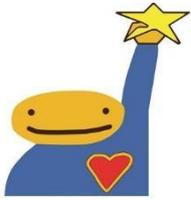
14. The school will make every effort to continue the administration of medication to a child whilst on trips away from the school premises. Additional arrangements are to be confirmed with parents in advance and incorporated into the risk assessment for the trip.



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Guidelines for Parents/Guardians:

1. To ensure the SAFE administration of medication in school the following guidelines have been produced. If these are not followed then unfortunately the medication cannot be given.
2. Please note that the Head teacher/Authorised Person can only accept medication prescribed by a doctor or other authorised prescriber with full written details from the parents/guardian.
3. Parents/guardians are responsible for providing the Head teacher or SENCO with adequate information regarding their child's condition and medication. It is the parents/guardians responsibility to inform the school in writing when the medication is discontinued or the dosage changed at the earliest opportunity.
4. Medication will not be accepted in school without complete written and signed instructions.
5. Where the child travels on school transport with an escort, parents/guardians should ensure appropriate arrangements are made for transfer of medicines to the respite carer involved.
6. Only reasonable quantities of medication should be supplied to school, e.g. a maximum of 4 weeks supply at any one time.
7. The school will make every effort to continue the administration of medication to a child whilst on trips away from the school premises. Additional arrangements are to be confirmed with parents in advance and incorporated into the risk assessment for the trip.
8. Each item of medication must be delivered in the original container and handed directly to the Office. Each container must be clearly labelled with the following:-
 - o Child's name;
 - o Name of medication;
 - o Dosage;
 - o Frequency of dosage;
 - o Date of dispensing;
 - o Storage requirements (if important);



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o Expiry date.

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