

MILFORD PRIMARY SCHOOL

MEDICATION POLICY



Vision Statement

‘Milford Primary is a community orientated school, centred around the children as individuals. We are committed to helping children work towards their potential as life long learners who care, share, respect and learn in a stimulating environment.’

February 2016

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

1. Guidelines:

1.1 The Governors and staff of Milford Primary wish to ensure that children with medical needs receive proper care and support at school. To ensure the SAFE administration of medication in school the following guidelines have been produced. If these are not followed then unfortunately medication cannot be given.

1.2. Medication will only be accepted in school if:

(a) it has been prescribed by a doctor; or

(b) It is non-prescriptive medication accompanied by written consent from the child's parent/guardian. (Appendix 1)

1.3. Medication will not be accepted in school without complete written and signed instructions from the parent/guardian. (Appendix 1)

1.4. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).

1.5. Each item of medication must be delivered in its original container and handed directly to the office.

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

Child's name;

Name of medication;

Dosage;

Frequency of dosage;

Date of dispensing;

Storage requirements (if important);

Expiry date.

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

1.8. Unless otherwise indicated all medication to be administered in school will be kept in a medical cabinet.

1.9. The school will provide parents/guardians with details of when medication has been administered to their child.

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

1.11 The school will make every effort to continue the administration of medication to a child 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 child on a school trip if appropriate supervision cannot be guaranteed.

1.12. Parents/guardians are responsible for providing the School 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.

Appendices

The remaining part of this policy document contains examples of the forms that are available for use in connection with the administration of medication.

Appendix 1 - Application to school to administer medication (Parent/guardian to complete)

Appendix 2 - Record of Medication Administered (Completed by the Authorised Person at the time the medication is administered)

February 2016

Signed G Taylor (Chair of Governors)

Review Date.

Appendix 1

Milford Primary School			
Administration of Medicines			
Child's name	For school use		
Start Date	Date	Time	Signed
Medicine			
Dose			
Instructions			
Signed Parent/Guardian			

