

## Medication Requirements

All medication **must...**

- Be **prescribed** by a health professional
- Be prescribed to be administered **four times a day** (This is in accordance to training undertaken by staff, where it is recommended that when medication is prescribed to be administered three times a day it is recommended to be administered at home before school, after school and before bed. This guidance has therefore has been implemented into our Medication Policy)
- Be in **original packaging**
- Have **no alterations** to the label or prescribers instructions
- Have your **child's name, dosage regime and pharmacist and pharmacy details** on the prescribers instruction label



## What we will do

- We will ensure that the identified staff have the skills to deal with the safe administration and management of medication
- We will ensure confidentiality at all times
- We will ensure medication is stored securely according to health and safety guidelines
- We will maintain clear and concise records that detail all administration of medication and keep you informed if your child has refused to accept their medication
- We will return any unused medication to you for safe disposal at a pharmacy
- We will update and review our School Health Care Plans on a regular basis
- We will liaise with the School Health Service for advice and information about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil

**Thank you for your continued support**

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## Information for Parents and Carers about the Administration of Medication



## Our Policy

Barnes Infant Academy endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school.

Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical needs upon their life in school is minimised as far as possible, and that all staff who work with the pupil understand the nature of their needs and how best to support them.

While there is no legal or contractual duty on staff to administer medication or supervise pupils taking their medication nevertheless we would wish to support our pupils where we can.

Teachers and Support Staff are in loco parentis and may need to take swift action in an emergency, both in school and off site, for example, during school trips.

The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with any relevant information.

## Our Aims

- Assist parents in providing medical care for their children
- Educate staff and pupils in respect of special medical needs
- Adopt and implement any statutory guidance in relation to medication in schools
- Arrange training for staff who volunteer to support individual pupils with special medical needs
- Liaise as necessary with medical services in support of the pupil
- Ensure that pupils with special educational needs are enabled to access all of the activities in school where possible



## What you should do if your child requires medication during school hours

- Come into the school office and speak with **Mrs Charlton** or **Miss Hetherington**. They are our trained members of staff who are responsible for the administration of medication
- During this time you will have the opportunity to meet with the **trained staff** and discuss your child's medical needs
- If your request is accepted, you will be supported to complete a '**School Health Care Plan**' which gives staff clear guidance of medical care which allows safe administration
- Advise the trained staff of any **changes** in your child's medical needs to ensure our records are accurate and up-to-date

**All medication must be handed over via the school office.**

**Please do not hand over medication to teaching/support staff or place in book bags as this cannot be accepted.**