



Polisi Gweinyddu Meddyginiaeth

Policy for Administering Medication

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Administering Medication

A few children, whilst fit to attend school, may require medication during school hours. In addition, it may be necessary for children with long term complaints or chronic illness such as asthma or diabetes to receive medication. The following guidelines are designed to give direction as to the procedures and arrangements which should be observed when dealing with this subject.

Parent/Carer's Responsibility

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours and parents/carers should make arrangements to administer medicines at home. However, when it is thought necessary for a pupil to take medication during the school day, a written consent form must be completed by the parent/carer giving clear instructions regarding the required dosage. A doctor's (or health professional's) note should also be received to the effect that it is necessary for the medicine to be administered during school hours.
- Prescriptive medication must be in date, labelled and brought into the school in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication should never be administered without first checking maximum dosages and when the previous dose was taken.
- Non-prescribed medicines should be brought in their original container within an envelope clearly showing the pupil's name and dosage to be given together with the information sheet detailing any possible side effects.
- It is the responsibility of the parent/carer to maintain adequate supplies of medication where needed.
- Herbal, holistic, homeopathic and/or natural products must be given at home.
- It is the responsibility of the parent/carer to collect any medications from school when the pupil is no longer taking that particular medication. If it is not collected, medicines will be safely disposed of.
- It is important that a parent/carer provides an up-to-date record of home and work contact numbers in case of emergency.

School's Responsibility

- The day-to-day administration of medicines is delegated to Main Office staff. Medication will only be given once the Parental Consent Form has been completed. Consent forms are kept in a file in the Main Office.
- All medicines should be stored safely. Pupils should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be stored safely but not be locked away.
- Staff may administer medicines in accordance with the prescriber's instructions. A record will be kept of all medicines administered to individual pupils, stating what, how and how much was administered.
- Medication needed for emergency situations will be readily accessible. Inhalers should be carried by pupils wherever possible; a spare inhaler may be left with the Main Office/ classroom cupboard and should be clearly marked with the pupil's name.
- A Medical book is kept to record the use of insulin taken by all diabetic pupils. Insulin is kept in a cabinet within the medical room.. Diabetic 'hypo' containers are clearly labelled and kept in a cupboard in the Main Office.
- The school will work closely with the school nurse/doctor/hospital and parents to assist pupils with long-term or complex medication needs and their self-administration of medication.
- When a school trip has been organised, the school ask that any medication is handed to the named member of staff with responsibility for administering medication. This member of staff will then complete the details of the medication and administration requirements in the medical book and will also log medication given during the school trip.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a young person should have appropriate training guidance and support from the health professionals. They should be aware of any potential side effects of the medicines and what to do if they occur. A written record of training and authority to carry out procedures should be kept both by the school and the member of staff.