

Ysgol Gymraeg Melin Gruffydd



Administering Medication Policy

INTRODUCTION

The Melin Gruffydd staff have a professional duty to safeguard the health and safety of the pupils, both when they are authorised to be on school premises and where they are engaged in authorised school activities elsewhere. However, this does not imply a duty upon the school to administer medication.

ARRANGEMENTS

The school will not accept responsibility for administering non-prescribed or proprietary medicines for short term illnesses such as colds, ear ache, sore throat etc.

A parent, guardian or nominated adult may make arrangements to visit the school at a designated time to administer medication if no other alternative is available.

The administering of injections or rectal valium/diazapen, pessaries or suppositories, enteral tube feeding and catheterisation must be undertaken by the parent, guardian or Health Professional.

When a child is suffering from a long term condition which can be effectively controlled by regular medication, arrangements will be made for the safe-keeping and administering of that child's medicine in accordance with this procedure, to minimise any disruption to the child's schooling.

LABELLING REQUIREMENTS

When a medicine is dispensed by a pharmacist it will be labelled with the following information:

1. The name of the person for whom it was prescribed.
2. The name of the medicine and strength where appropriate.
3. The date on which it was dispensed.
4. The dose and frequency of administering
5. Any special instruction as to storage or administering
6. The date after which the medicine cannot be used

MEDICINES WILL NOT BE ACCEPTED UNLESS THEY ARE IN THEIR ORIGINAL CONTAINERS.

PROCEDURE FOR THE STORAGE AND ADMINISTERING OF MEDICINE/TREATMENT FOR LONG TERM ILLNESSES.

1. Requests to the school for the administering of medicines/treatment or variation to medication/treatment must be made in writing (application form available from the main office, on the school website or My School App), stating clearly the name of the child, the name of the medicine, the dose, the times of administering, and any special instructions. The request form must be obtained from the school, dated and signed by the parent or guardian of the child. On no account will any medication/treatment be administered without this form first being completed.

2. A parent/guardian must inform the school, of the total medication administered to the child over a twenty-four hour period, together with any variation to the medication administered to the child prior to their attendance at the school.

3. Medicines will be stored in their original containers in the class first aid cupboard or nearby refrigerated storage

NB Nebulisers and asthma pumps will be kept safe at all times and made readily available to the child Classroom First Aid Cupboard

4. All medicines will be clearly labelled with the name and address of the child, the dose and the time of administering and any expiry date if appropriate as detailed under 'Labelling Requirements'.

5. If for any reason, medication cannot be administered at the given time, it will be replaced immediately, until such time as it may be safely administered. Such incidents will be recorded and reasons of failure to administer the medication will be noted. A member of staff cannot be held responsible for not administering medication.

6. A member of staff will date and sign the administering request form. Staff must not sign the medical record form unless they have personally administered, assisted or witnessed the administering of medication.

7. Medication will not be kept in school during school holidays.

8. In the event that medication stored on the school premises are stolen, immediate action will be taken to notify the police and parents or guardian of the pupils whose medication has been stolen

Chair of governors: _____

Date: _____

