

**POLICY FOR THE ADMINISTRATION OF MEDICATION IN
St Edmund's Catholic Primary School**

1. The Governors and staff of St. Edmund's wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher (or in his absence - the Deputy Head, Learning Mentor or other member of staff) will accept responsibility in principle for giving or supervising pupils taking prescribed medication during the school day.
2. Medication will only be accepted in school if it has been prescribed by a doctor.
3. Medication will not be accepted in school without complete written and signed instructions from the parent.
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 Headteacher.
6. Each item of medication must be clearly labelled with the following information:
 - Pupil's name.
 - Name of medication.
 - Dosage.
 - Frequency of dosage.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.
7. The school will not accept items of medication which are in unlabelled containers.
8. Unless otherwise indicated all medication to be administered in school will be kept in a cabinet in the Headteacher's room.
9. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
10. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
11. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.

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