



MILFORD PRIMARY SCHOOL

Medication Policy

June 2023

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 lifelong learners who care, share, respect and learn in a stimulating environment.'

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 in the school office or in the refrigerator in the Nurture Room.
- 1.9. Inhalers for asthma will usually be kept in classrooms in an easily accessible place which is out of reach of children. When an inhaler is used staff will complete the inhaler administration record – also kept in the classroom. This form should be returned to the office when full for filing in medicines file.
- 1.10. All consent forms (Appendix 1) are kept in medicine administration file in the office. Staff must refer to and complete the form or the Inhaler Administration Record (Appendix 2) when administering medicines.
- 1.11. The school can provide parents/guardians with details of when medication has been administered to their child if required.
- 1.12. 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 – inhaler record

Appendix 1

Milford Primary School			
Administration of Medicines			
Child's name	For School Use		
Start date	Date	Time	Signed
Duration (inc end date)			
Medicine			
Dose			
Instructions			
Signed Parent / Guardian: Sign: Print name:			

