

# Westfield Primary School

## Administration of Medication Policy

### **Undertakings:**

Westfield Primary is committed to ensuring that pupils are healthy, safe, enjoy and achieve, and be able to make a positive contribution by creating a safe environment to administer medication.

The aims are to support children with short-term, long-term or complex medical needs and by doing so enable regular attendance.

This Policy is intended to comply with the requirements of the Health and Safety at Work etc. Act 1974 by fulfilling a duty of care to ensure that there are safe systems of work and also the Disability Discrimination Act 1995 by ensuring that children with medical needs are protected from discrimination.

It is recognised that parents have prime responsibility for their child's health and it is their responsibility to provide schools with information about their child's medical condition and medication.

### **Arrangements:**

The formal systems and procedures in respect of administering medicines are as follows;

1. Westfield Primary School will work in accordance with Halton Borough Council's Administration of Medication policy in managing prescribed and non prescribed medication during the school day and on trips and outings.
2. The school will only accept medication with prior written agreement from parents.
3. All relevant staff are aware of their roles and responsibilities in accordance with Halton Borough Council's Administration of Medication policy.
4. The office staff will ensure that all information about pupils' medical condition and medication are passed to relevant staff.
5. All relevant staff are aware of the circumstances when pupils may take non prescribed medication (plasters and wipes).
6. All staff are aware of general emergency procedures and, if required, emergency procedures will be developed for individual pupils'.

7. All forms will be completed and retained in accordance with the Policy (see below).
8. The school accepts that, with prior agreement from parents and, if necessary, further medical advice, pupils can carry and administer their own medication.
9. In accordance with the SEN policy, if there is a Health Care Plan for a pupil the school will carry out its own risk assessment.
10. All medication will be disposed of in accordance with Halton Borough Council's Administration of Medication policy.

11. The following arrangements are in place,

- Mrs. N. Shepherd/Mrs. C. Dawes/Mrs. J. Berry are responsible for receiving the medication
- Mrs. N. Shepherd/ Mrs. C. Dawes/Mrs. J. Watson/Mrs. E. Woolley/Mrs. J. Berry are responsible for administering or supervising the administration of the medication and have received relevant and current training.

- The medication will be stored either,

General - First Aid Room

Fridge - Pine Room

Controlled drugs - Locked cupboard in First Aid Room

Signed:

Governor:

Signed:

Headteacher:

# ADMINISTRATION OF MEDICATION



