



BENSHAM MANOR School

Medication Policy

Last reviewed: January 2017



RATIONALE

To provide standards for safe and proper administration of medication to pupils at Bensham Manor School

GUIDELINES

Staff at Bensham Manor School volunteer to administer medication following the correct training and assessment by a qualified nurse. This is to ensure that pupils who require medication are fully supported so that they have full access to education. This is in line with the government's statutory guidance 'Supporting pupils at school with medical conditions' September 2014.

It is our school policy that pupils do not carry medication around the school with them, other than their asthma inhaler if competent to administer it themselves. All other inhalers will be kept in a cupboard in the First Aid room. Medication is locked in a safe in the First Aid Room.

If your child should need medication during school hours, please send in a permission letter stating:

- Pupils Name
- Name of medication
- Dosage
- Reason for medication

The medication should be in its original packaging with the adhesive prescription label on the front of the packet/bottle. The label should include the child's name, name of medication and dosage. If a member of staff administers medication the pupils medical record will be signed and dated.

PLEASE NOTE

- Without a permission letter we will be unable to give the medicine. On arrival at school, your child must hand in the medication to a First Aider or the school office.
- If a child has an adverse reaction to medication given in school, no further medication will be given until you have been informed and then you must give written instructions that medication should be continued.
- Unless we hear to the contrary, we will assume you give permission for us to apply first aid when necessary, including calling an ambulance.