



YSGOL GYMRAEG PONTARDAWE

POLISI RHOI MEDDYGYNIAETH *ADMINISTRATION OF MEDICATION POLICY*

*Reviewed Sept 2025
Signed: M Evans
COG: Mrs R Phillips*

A handwritten signature in black ink, reading "R Phillips". The signature is written in a cursive style and is positioned above a faint, light-colored rectangular stamp.

YSGOL GYMRAEG PONTARDAWE

ADMINISTRATION OF MEDICATION POLICY

As a school, we take our responsibilities in terms of caring for the needs of our pupils very seriously and have drawn up this medicines policy to reflect this. Children should be kept at home when they are acutely unwell. However, we recognise that from time to time, children may need to take prescribed drugs during the school day, to treat a condition which is not severe enough to keep them off school or for the treatment of a long term condition.

Aims

The aim of this policy is to support parents and clarify the school, parent and pupils responsibilities in relation to medicines in school.

Short Term Medical Needs

If it is possible for parents / guardians to organise times to administer children's medication out of school, this is preferable, however we are aware that certain medicines need to be taken up to four times per day and therefore need to be administered during school time.

If a parent wishes a child to take a prescribed medicine during school time on a short term basis, they should arrange with the **class teacher** to complete Form 3A, giving permission for the member of staff to administer the medicine, and deliver the medicine with instructions to that member of staff or the school office. The medicine should be in date and clearly labelled with:

- the pupil's name and date of birth
- name of medication
- prescribed dose
- method of administration
- time and frequency of administration
- other treatment
- any side effects.

Confirmation of the Headteacher's agreement to administer medication to a named child will be documented. (Form 4 should be used for this purpose). The school will keep a record of all medicines administered by nominated members of staff. (Form 5 or Form 6).

Long Term Medical Needs

If a child has long term medical needs, a meeting will be held with parents/guardians, school staff, and relevant medical agencies to draw up a care plan. The main purpose of a care plan for a pupil with medical needs is to identify the level of support that is needed at school on a regular basis and appropriate responses in case of emergency. Medicines will then be administered in accordance with the care

plan. Health care plans should be reviewed annually or as and when there is a change in medication. It is the responsibility of the Headteacher to ensure that nominated members of staff receive appropriate training to facilitate the effective administration of the care plan.

Refusing Medication

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

Safe Storage of Medicines

All medicines will be kept in the main Staff Room No pupils should have access to the medicines at any time. Parents are responsible for collecting medicines at the end of the school day and for the disposal of out-of-date medicines.