

Managing Medicine Policy

1. Administration of Medicine

Parents should be encouraged to ask their GP if it's possible to time the doses of medicine to be taken outside normal school hours. Wherever possible, parents/guardians of pupils who need medicine during school hours, should come into the school to administer the medicine to their children.

The headteacher, with support of the school governing body, agrees to administer medicines in school.

1.1 Any member of staff who agrees to administer medicine to pupils do that on a voluntary basis.

1.2 Staff who volunteer to administer medicine, should receive the correct training (if required) before being permitted to administer medicine to any pupil.

1.3 The school must receive a completed form/letter from pupils' parents/guardians asking the school to administer the medicine during school hours.

1.4 The headteacher/person in charge must formally agree to the request before any medicine is administered.

1.5 If a pupil refuses to take his medicine, he should not be forced to do that. Parents must be informed if the pupil refuses to take medicine. If a pupil refuses to take medicine in an emergency situation (e.g. adrenalin injection in a case of anaphylactic shock), professional medical assistance must be sought and parents informed immediately.

1.6 Staff should make every effort to ensure that the pupil's privacy and pride is protected, even in an emergency situation.

1.7 If a pupil requires personal or intervening treatment, two members of staff should be present; and seek for one to be the same sex as the pupil.

2. Storing Medicine

2.1 The school will not accept any medicine not in its original container.

2.2 All medicines should be clearly labelled with the pupil's name and class.

2.3 Apart from asthma inhalers, medicines which should be kept in the fridge, and medicines which could be needed in an emergency, all other medicines should be kept out of pupils' reach.

2.4 Any medicines which need to be kept in the fridge should be stored in the staff room fridge.

2.5 Pupils who are considered mature enough to take responsibility for their own asthma pump should carry it with them as long as a formal request has been made by the parent.

2.6 During off site activities, the member of staff responsible for the activity or member of staff trained in first aid should carry any necessary medicine. Pupils who could need their medicine urgently could be in a group supervised by the member of staff carrying the medicine. Pupils who are considered responsible enough to take responsibility for their own asthma medicine should receive permission to carry it as long as a formal request has been made by the parent.

2.7 Staff should never transfer medicine from its original container to another container unless the original container is broken. In such a case, the new container should be clearly labelled with all the information contained on the original label. The parent must be informed of any damage to containers.

2.8 School staff should not dispose of any unused medicine. This is the parent's responsibility. The parent must collect any unused medicine at the end of every half term. If the parents cannot come into school, the school nurse could assist to dispose of any unused medicine left in school. If a pupil's medicine has finished or reached its use by date, the parent is responsible for replenishing.

Adopted by the Governors:

Signed:

Date:

Prescribed Medicines

Permission for school staff to administer prescription medication

Child's full name		Age		Date	
Name of medication					
Dosage			Time of dosage		

Any special instructions (take with food, needs to be refrigerated, on a 'as needed' basis etc):

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- Medicines must be in original container as dispensed by pharmacy, clearly labelled with the child's name and dispensing instructions
- Staff are not allowed to make changes to the prescribed dosage on parental instruction
- Staff will not administer out of date medicine

I hereby give consent for _____ to administer the above medication to my child, in the amount and at the times stated above.

Parent/Carer:

Name (Please print)	
Signed	
Date	

Agreed by SLT:

Name (Please print)	
Signed	
Date	

Polisi Rheoli Moddion

1. Darparu Meddyginiaeth

Dylid annog rhieni i ofyn i'w meddyg teulu a ydyw'n bosibl amseru'r dognau o feddyginiaeth i'w cymryd y tu allan i oriau arferol ysgol. Lle bynnag y bo modd, dylai rhieni / warchodwyr disgyblion sydd angen meddyginiaeth yn ystod oriau ysgol, fynychu'r ysgol i ddarparu'r feddyginiaeth i'w plant.

Mae'r pennaeth, gyda chefnogaeth corff llywodraethol yr ysgol, yn cytuno i ddarparu meddyginiaethau yn yr ysgol.

- 1.1 Mae unrhyw aelod o staff sy'n cytuno i ddarparu meddyginiaeth i ddisgyblion yn gwneud hynny ar sail wirfoddol. Ond awgrymir yn gryf na ddylent wneud hynny cyn cael hyfforddiant perthnasol
- 1.2 Rhaid i staff sy'n gwirfoddoli i ddarparu meddyginiaeth, dderbyn yr hyfforddiant cywir cyn cael caniatâd i roi meddyginiaeth i unrhyw ddisgybl.
- 1.3 Rhaid i ysgol dderbyn ffurflen/llythyr wedi ei chwblhau gan rieni/warchodwyr disgyblion yn gofyn am i'r ysgol ddarparu'r feddyginiaeth yn ystod oriau'r ysgol.
- 1.4 Mae'n angenrheidiol i'r pennaeth/person mewn gofal, gytuno'n ffurfiol â'r cais cyn y rhoddir unrhyw feddyginiaeth.
- 1.5 Os yw'r disgybl yn gwrthod cymryd ei feddyginiaeth, ni ddylid ei orfodi i wneud hynny. Rhaid hysbysu'r rhieni os yw disgybl yn gwrthod cymryd meddyginiaeth. Os yw disgybl yn gwrthod meddyginiaeth mewn sefyllfa o argyfwng (e.e. pigiad adrenalin mewn achos o anaffylacsis), rhaid cael cymorth meddygol proffesiynol a hysbysu'r rhieni yn syth.
- 1.6 Dylai staff wneud eu gorau i sicrhau y caiff preifatrwydd a balchder y disgybl eu hamddiffyn, hyd yn oed mewn sefyllfa o argyfwng.
- 1.7 Os oes angen triniaeth bersonol neu ymyrgar ar ddisgybl, dylai dau aelod o staff fod yn bresennol; ceisir i un fod o'r un rhyw â'r disgybl.

2. Cadw Meddyginiaeth

- 2.1 Ni fydd yr ysgol yn derbyn unrhyw feddyginiaeth nad yw yn ei gynhwysydd gwreiddiol.

2.2 Rhaid labelu pob meddyginiaeth yn eglur gydag enw a dosbarth y disgybl.

2.3 Heb law am anadlwyr asthma, meddyginiaethau sy'n rhaid eu cadw yn yr oergell, a meddyginiaethau a all fod yn angenrheidiol mewn argyfwng, rhaid cadw pob meddyginiaeth arall mewn ardal allan o gyrraedd disgyblion.

2.4 Rhaid storio unrhyw feddyginiaeth sydd angen ei chadw yn yr oergell yn stafell yr athrawon.

2.5 Caniateir i ddisgyblion y credir eu bod yn ddigon aeddfed i gymryd cyfrifoldeb am eu hanadlwr asthma ei gario gyda hwy cyn belled â bod cais ffurfiol wedi ei wneud gan y rhiant.

2.6 Yn ystod gweithgareddau oddi ar y safle, dylid cario unrhyw feddyginiaeth angenrheidiol gan yr aelod o staff sy'n gyfrifol am y gweithgaredd neu aelod o staff gyda hyfforddiant cymorth cyntaf. Dylai disgyblion all fod angen eu meddyginiaeth ar frys fod mewn grwp sy'n cael ei oruchwylio gan yr aelod o staff sy'n cario'r feddyginiaeth. Dylai disgyblion yr ystyrir eu bod yn ddigon cyfrifol i gymryd cyfrifoldeb am eu meddyginiaeth asthma gael caniatâd i'w chario gyda hwy cyn belled â bod cais ffurfiol wedi ei wneud gan y rhiant.

2.7 Ni ddylai staff fyth drosglwyddo meddyginiaeth o'i gynhwysydd gwreiddiol i gynhwysydd arall oni bai bod y cynhwysydd gwreiddiol wedi malu. Mewn achos o'r fath, dylid labelu'r cynhwysydd newydd yn eglur gyda'r holl wybodaeth a gaed ar label y cynhwysydd gwreiddiol. Rhaid hysbysu'r rhiant o unrhyw ddifrod i gynhwysyddion.

2.8 Ni ddylai staff yr ysgol waredu unrhyw feddyginiaeth sydd heb ei defnyddio. Dyma gyfrifoldeb y rhiant. Rhaid i'r rhiant gasglu unrhyw feddyginiaeth sydd heb ei defnyddio ar ddiwedd pob hanner tymor. Pe na bai'r rhieni yn gallu dod i'r ysgol, gallai'r nyrs ysgol gynorthwyo i gael gwared ag unrhyw feddyginiaeth heb ei defnyddio a adawyd yn yr ysgol. Os yw meddyginiaeth disgybl yn gorffen neu ei dyddiad yn terfynu, cyfrifoldeb y rhieni yw ei hailgyflenwi.

Mabwysiadwyd gan y Llywodraethwyr:

Arwyddwyd:

Dyddiad: