



Longwood Primary School

Administration of RITALIN for Attention Deficit Disorder (ADD)

The present school policy for administering medicine and drugs to pupils is that, other than inhalers and epipens and blood testing for diabetic children the school will not undertake administering any medicines or drugs. Where these should be given during the school day, a parent or their representative should come on to the premises to do this.

In the case of RITALIN, the benefits to the school of the use of the drug would be lost if a parent were unable to attend to give this in the middle of the school day. In view of the close link between the use of Ritalin and the possible benefits for the child in school, the Headteacher will make this medication (along with the use of inhalers and epipens) an exception to the school policy during the trial period of its use with a pupil. At the end of the trial period the situation will be reviewed again with the right to withdraw voluntary staff involvement. Ritalin will be administered under the following conditions:

- Sufficient quantity of Ritalin for a week's use in School will be brought by the child's parent or other responsible adult on the first morning and handed to the Headteacher or School Office staff for safe keeping.
- The Ritalin will be contained in a sealed container showing the:
 - (a) Date
 - (b) Name of child
 - (c) Name and strength of drug
 - (d) Dosage needed
 - (e) Quantity contained
 - (f) The name and telephone number of the supplying pharmacist

The Ritalin will be locked in the School safe until administered. Daily, just before 12.00 noon (or as near to that time as possible if e.g. a child has swimming and returns by 12.15 pm) the child will report to the School Office. Medication will be given in the first instance by a member of the admin team with a first aid qualification. In their absence Headteacher or the Assistant SENCO will give the medicine. The person who administers the Ritalin will record in a Ritalin Record book the dose administered, the child's name, the date and then initial the entry.

The responsibility is mainly on the child to remember to attend daily at the time and place stated for the dose. The class teacher will be aware of the child's need but their responsibility is to a whole class of 30+ pupils.

Parents who agree to these conditions should explain to their child the procedures used in the School.

If through any circumstances the dose is not given at or near the time stated, or at all during the School day, then the School is absolved from the consequences of this and the School reserves the right to contact the parent to collect the child from School if the need arises following any such occurrences.

If parents of pupils accept the above conditions of administering Ritalin, they will be asked to sign a form to that effect.



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If the child is on a day/residential visit organised by the School, then the teacher in charge of the visit will be responsible for the safety of the Ritalin, the administration of the Ritalin and the recording of its administration.

Ritalin, Asthma Inhalers, Epipens and insulin pens and residential visits are the exceptions to the general rule that staff at Longwood Primary will not be responsible for the administration of medicine to children.

This policy should be read in conjunction with the Acts of Parliament;
Human Rights Act
Equal Opportunities Act
Disability Discrimination Act