



# Administration of Medicines Policy

“Everyone who works with children should do what is in the best interests of the child.”

Article 3 United Nations Rights of the Child

Parents have the prime responsibility for ensuring a child’s health and for deciding whether they are fit to attend school. Pupils recovering from a short-term illness/infection, who are clearly unwell should not be in school and the Headteacher can request that parents/carers keep the child at home if necessary.

Parents should provide necessary information about their child’s medical needs to the school. Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.

## **Staff Duties**

School staff have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Staff may volunteer to assist in the administration of medicines.

## **Process for the Administration of Medicines in School**

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child’s health, or would greatly impact on a child’s school attendance, if the medicine were not taken during the school day).

The school will only accept medicines that are prescribed by a medical practitioner, that are in date, that need to be administered in excess of 3 times per day, that are in their original container as dispensed by a pharmacist and are clearly labelled identifying the child by name and with original instructions for administration, dosage and storage.

The school will not accept or administer:

- Medicines that are to be administered 3 times per day
- Piriton (unless prior agreement with the headteacher)
- Paracetamol eg Calpol, or aspirin. (unless in exceptional circumstances with a care plan)

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent / carer to obtain verbal consent. A record will be kept in the medicine record book. The medicine must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of the Headteacher. When administering, the named adult must complete a record showing the date and time and details/dosage of the medication. Under no circumstances should a

parent send a child to school with any medicines, eg throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

Parents are welcome to come into school to administer medicines themselves that the school are unable or refuse to administer.

Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/guardian of the named child. The care plan must be followed and reviewed at least annually. It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered.

Pupils in Key Stage 2 should assume responsibility for their own asthma inhalers. In the case of pupils in Early Years and Key Stage 1 the school can supervise the child using the inhaler. The inhaler should be given to the class teacher and written instructions given. It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned. There will also be regular training for all staff on more generalised needs eg epi-pen training. The school is well supported by the School Nurse service who provide staff with advice and any relevant training on request.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents will be asked to complete a form and may be required to meet with the adult responsible for the trip.

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