

ADMINISTRATION OF MEDICINES

In general, school staff cannot legally be required to administer medication or supervise a pupil taking it. However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency. We are not medically trained and therefore cannot make medical decisions on behalf of a child or family.

Children with long term medical needs will have a separate Care Plan made with the child, family and medical experts. This will ensure that the needs of the child are met in the safest way possible.

We will:

- Administer prescription medicines during the school day if absolutely necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day) providing we have the following.

These must have child's name clearly stated, be prescribed by a GP and give present date. The dose must be clearly given on the medication to avoid any chance of over dose.

- Require parents to complete a consent form detailing doses and times. Medicines must be supplied in the original container they were dispensed in
- Devise Individual Medical Care Plans, with parents, for managing long-term medical needs
- Appoint a 'named person' for the administration of medication that requires specialist training (e.g. Epipens)
- Keep inhalers in boxes in the classrooms so they are always accessible (see further notes)
- Supervise the administration of inhalers
- Store prescribed medication safely
- Document administration of any medication given.

We will not:

- Administer non-prescription medication unless agreed with the Headteacher
- Administer any aspirin or ibuprofen-based medicines unless prescribed by a doctor. We are happy to contact parents if a child may benefit from 'Calpol' type medicine and ask for a parent to administer if it would benefit the child.
- Administer inhalers – children should be taught to self-administer

Medication and Off-site Activities

- A named member of staff has responsibility for management of medication. This person must be given all the relevant information in writing by the parents.

- Generally, Key Stage One children would not be required to carry their own inhalers, but refer to the responsible adult if self-administration is required. Parents wishing their children to take full responsibility for their own inhalers must agree this with the Headteacher or the responsible adult.
- Key Stage Two children carry their own inhalers for self-administration under supervision or keep them in a known place within the classroom.
- For residential visits, parents are asked to give written consent for the use of mild analgesics if required

We ask parents to help by:

- Administering medicines out of school hours wherever possible
- Offering to administer medication during the school day themselves
- ‘Training’ inhaler users to self-administer
- Ensuring that medicines are ‘in date’ and collecting medication no longer required
- Ensuring that current and accurate medical information is passed to the office