



## **POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL**

### **Introduction**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance and make academic progress.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

### **The Role of Staff**

Teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training.

The following staff have been trained:

Jayne Hoey

Louise Bowen

Sharon Wilson

Julie Bloomfield

Kam Tiwana

Karis Osborne

The Management Committee fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following guidelines.

### **Prescribed Medicines**

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the school offices.

## **Controlled Drugs**

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

## **Non-prescribed Medicines**

Staff should **never** give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from the parents. Parents must complete the form, **Parental Agreement to Administer Medicine** (available as a download on website) prior to any medicine being administered by school staff.

In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded. Children in the Nursery and Infant School should **never** be given non-prescription medicines. **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

## **Administering Medicines**

Normally medicines will be kept under the control of the school office unless other arrangements are made with the parent. The Form **Record of all medicines administered to children by staff** will be kept in the appropriate school office. This must be completed on each occasion that medicine is administered to a child.

When a child refuses medicine the parent should be informed, if practical, the same day.

## **Administration of Medicines on Trips and Visits**

Shepwell School staff will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

## **Self-Management of Medicine**

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. epipens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form Request for child to carry his/her own Medicine.

## **Children with Long-Term or Complex Medical Needs**

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

## **Access to the School's Emergency Procedures**

In the case of an emergency the school's emergency procedures as outlined in the Health and Safety document will be followed.

## **Further Information and Guidance**

Further information and guidance are contained within the DfES and Department of Health

guidance: Managing Medicines in Schools and Early Years Settings.  
Author: Stephen Pritchard-Jones

Review Date: February 2019

## **ADMINISTRATION OF MEDICINES IN SCHOOL – INFORMATION FOR PARENTS**

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Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

### **Prescribed Medicines**

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The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the school offices.

### **Non-prescribed Medicines**

Staff are not able to give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from the parents. Parents must complete the form, **Parental agreement to administer medicine** (available from the school office or website) prior to any medicine being administered by school staff. In such cases only one dose will be given to a child during the day. Details of the medicine administered is recorded. Children in the Nursery and Infant School are never given non-prescription medicine.

### **Administering Medicines**

Normally medicines will be kept under the control of the school office unless other arrangements are made with the parent. When a child refuses medicine the parent will be informed, if practical, the same day.

### **Administration of Medicines on Trips and Visits**

Red House School will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it will be the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

### **Self-Management of Medicine**

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. epipens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form **Request for child to carry his/her own medicine** (available from the school office or website).

### **Children with Long-Term or Complex Medical Needs**

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.