

POLICY FOR THE 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 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)
- 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
- Keep inhalers in the classrooms so they are always accessible
- Supervise the administration of inhalers
- Store prescribed medication safely

We will not:

- Administer non-prescription medication unless agreed with the Headteacher
- 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.
- Key Stage Two children carry their own inhalers for self-administration under supervision
- 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