



Edenham C of E (cont) Primary School

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.
- ❖ Appoint a 'named person' for the administration of medication that requires specialist training (i.e. Epipens).
- ❖ Keep inhalers in boxes in the school office, so that they are always accessible.
- ❖ Supervise the administration of inhalers and record their usage in the book stored with the inhalers.
- ❖ Store prescribed medication safely.
- ❖ Document administration of medication – inhalers, as detailed above. Other medication will require the record form (Med 3) to be printed and used.

(All medical care plan/ record forms are stored on the g:/ adults only/ medical info)

We will not:

- ❖ Administer non-prescription medication unless agreed with the Headteacher
- ❖ Administer any aspirin or ibuprofen-based medicines unless prescribed by a doctor
- ❖ 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. At present, the named members of staff is the Head Teacher.
- ❖ 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 may carry their own inhalers for self-administration under supervision.
- ❖ For all children identified as having Asthma, a spare inhaler should be given to the School Office for storage in school during term time.
- ❖ For residential visits, parents are asked to give written consent for the use of mild analgesics if required.
- ❖ The use of cough and throat sweets/ lozenges is not permitted during the school day.

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.

Documents used to inform this Policy include;

Supporting Children with Medical Needs; A Good Practice Guide (1996) DfEE, DH and more recently, Managing Medicines in Schools and Early Years Settings (2005) DfES/ DH.

This Policy can be found in Shared G:/ Adults Only/ Policies

Agreed by Staff: November 2010

Ratified by Governors: Feb 2011

To be reviewed: November, 2014