



Headteacher: Mr Roger Shone

Deputy Headteacher: Miss Gail Osborne

Administration of Medicines Policy

Parents should keep children at home when they are acutely unwell.

When a child has a medical condition which requires medication during school hours, parents should provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school.

Only medication prescribed by a DOCTOR with the pharmacy label on the bottle or packet can be given.

Parents should, jointly with the head, reach agreement on the school's role in helping with their child's medical needs.

There is no legal duty which requires school staff to administer medicine; this is a voluntary role and a responsibility which, as a school, is taken seriously.

Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance. The type of training necessary will depend on the individual case. The school nurse or other health professionals may help the school in the training of staff.

Upkeep of medication such as inhalers is the responsibility of the parent.

Procedure for medicine to be administered by school staff

1. Parents/Carers discuss the pupil's needs with assigned staff and complete a "Healthcare plan and administration of medicines agreement"
2. Head decides if the school can accept responsibility to administer medicine.
3. Volunteer staff member is trained to administer medication, or previous training is reviewed.
4. A copy of the healthcare plan, signed by the Headteacher, is provided to the parent confirming in writing the school's agreement to administer medication to the named child.
5. Medication is delivered to the School Office by an adult. The medicine must be prescribed and in a packet or bottle with the pharmacy instruction label on.
6. The medication is stored appropriately within school.
7. Medication is administered by the volunteer staff member who signs, dates and records the time of the administration.
8. Health Care Plans are reviewed annually, or as soon as there is a change to medication.

In the event of a school trip, the parents are responsible for working with the class teacher to name a volunteer to administer the medication. The medication is brought to school separately with clear instructions for the volunteer and a space to sign when it has been administered.

Procedure for pupil to carry medication, including inhalers.

1. Parents/Carers discuss the pupil’s needs with assigned staff, complete “Healthcare plan and administration of medicines agreement” including the section, “Request for child to carry his/her own medicine (Form 7)”.
2. Headteacher decides if the request can be granted.
3. A copy of the healthcare plan, signed by the Headteacher, is provided to the parent confirming in writing the school’s agreement for the named child to carry his / her medicine.
4. Health Care Plan is shared with appropriate staff.
5. Health Care Plans are reviewed annually, or as soon as there is a change to medication.
6. It is the responsibility of the parent to ensure that the child brings with them their up-to-date medication.

Unwanted, unused or outdated medication is given to a pharmacy for disposal as it expires, or at the end of each academic year.

Policy Approved by Governors (Date)

To be reviewed (Date)