



Policy for administering medicines in school

Introduction

The school recognises its general duty of care towards pupils, however the administration of medicines remains the responsibility of parents/carers.

The school aims to support children with long term medical conditions and those with short term illnesses that may require medication during school time, however we strongly urge parents to administer medicines at home. Time-release medication can be requested from GP's to facilitate this.

If your child is unwell at school, you will be contacted and asked to collect them.

The following guidelines which give information about school policy and procedures should a child need medication during school hours.

Procedures for medicines in school

- **Written agreement/forms** - Written permission and clear instructions are required for all medicines. A form is available at the school office and on the school website. Parents may also write in a child's Home Contact Book which must include the following details: **name of medicine, reason for taking medicine, whether prescription or over the counter medicine, dose amount and time to be administered and parent/carer signature.**
- **Storage of medicines** - medicines are kept in the school office and a locked 'medicine safe' is available for use where appropriate. Medicines which require storage at a particular temperature/refrigerated can be administered in school but need to be sent in a cool bag. Medicines cannot be kept in the school fridge.
- **Asthma** - inhalers are kept in the school office for younger pupils with older pupils being given responsibility for their own inhalers when the school and parents agree that they are ready to do so. All pumps and refills must be named and pupils must only use their own pump and medication. An asthma form must be completed by parents.

- **Regular and short term prescription medicines**, prescribed by a doctor must be handed in at the school office in a named measured dose, preferably the original medicine container or a 1 dose named oral syringe. Please make your child aware that they need medicine and at what time so that they can help to remind staff if necessary.
- **Emergency medicines** such as Epi-pens and Antihistamines are kept in the school office and require a medicines form to be completed.
- **Over the counter medicines** are generally not encouraged and should be administered at home. Where an over the counter medicine is necessary e.g. travel sickness pills, short term pain killer for toothache etc. the procedures outlines above for other medicines must be followed.
- **Long term medical needs** - where a child has a long term/more serious medical need such as diabetes, an individual written Care Plan will be agreed and completed with parents/carers and where appropriate medical professionals. Care Plans are reviews with parents/medical professionals regularly, according to individual need.
- **Offsite trips and outings** - a medicine form must be completed for all medicines.
- **Parents administering medicines during school time** - parents are always welcome, by prior arrangement with the school office, to come to school to administer medicines and cream for their own child during the school day.

Roles and responsibilities of staff managing / supervising medicines

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency according to any care plans in place.

Advice and guidance will be sought where appropriate from medical professionals.

While school staff have no legal obligation to administer or supervise medicines for pupils, our school staff are all trained in the school policy and procedures for administering medicines and will usually agree to do so.

Under no circumstances should a child bring any medicines including throat lozenges and mouth gels to school without following the school medicines procedures. These could cause a serious hazard to the child or other children if found and swallowed.

Review of policy

This policy has been written and agreed by staff and governors and will be reviewed every two years or earlier if necessary. It has taken account of guidelines and procedures recommended by KCC and the NHS.

Date of approval by Governing Body	30 November 2015
Date due for review	Autumn Term 2017