



Reviewed January 2015

### ADMINISTRATION OF MEDICINES IN SCHOOL

This policy has been prepared in consultation with Professional Associations/Trade Unions. We have ensured the DfES guidance Managing Medicines in Schools & Early Years Settings document is fully reflected within this document.

Most pupils will, at some time, have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication.

It is recognised that the administration of medicines by teachers and school staff is not a part of standard contracts. This is a voluntary role and designated first aiders on the staff will be asked to dispense specific medicines.

Close co-operation between the school, parents, health professionals and other agencies will provide a suitably supportive environment for pupils with medical needs. Thereby, whenever possible, pupils will maximise their access to education within the school setting.

Parents, as defined in the Education Act 1944, are a child's main carers. They are responsible for making sure that their child is well enough to attend school and able to participate in the curriculum as normal. However, General Practitioners (GPs) may advise that pupils should attend or recommence school while still needing to take medicines. In other cases, to enable children with a chronic illness to lead as normal and happy a life as possible, it may be necessary for them to take prescribed medicines during school hours. Parents are expected to provide the school with information about their child's medical condition and any treatment or special care needed at school, at the admission stage, and keep the school informed of any new or changing needs. All such information should be verified by the GP and/or Consultant.

If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, it is the responsibility of the parent to inform the school and confirm this in writing. Such information is kept in the child's personal file at school for as long as necessary with updates in consultation with the school health team.

Generally speaking the administration of medicines is the responsibility of parents. There is no requirement for headteachers or teaching staff to undertake these responsibilities. However the school has agreed to dispense medicines which are prescribed to be taken **four** times a day. It is the parent's responsibility to ensure that medication is clearly labelled with the child's name, class and the required dosage. It is also the parent's responsibility to ensure that the child knows to go to the main office at lunchtime for their required dose. Where young children are involved, the class teacher will remind the child to go for their medication.

**Medicines prescribed for three times a day should be taken at home.**

Dangerous drugs such as Ritalin can be dispensed by designated first aiders with the parent's permission. These drugs are kept locked in a school office and a record of dispensing must be kept.

Older children may be able to self dispense , however all medicines will be kept in the main office or if they need to be refrigerated in the staffroom. At no time should any medicines be kept elsewhere in the school. This is in the health and safety interests of all the children.

All staff are regularly trained in dealing with asthma and diabetes and work closely with the health team and parents. Asthma inhalers are kept in the school office and when children are mature enough to dispense their own medication, they can keep the inhalers on their person in severe cases.

Written records of all prescribed medicines administered to children must be kept and prior written permission should be received from parents before any medication is given. Each class teacher is provided with a list of children with medical needs which is regularly updated.

