



Administration of Medicines Policy

The Headteacher's Responsibility

Each request for medicine to be administered to a pupil should be considered on its merits. The Headteacher will have regard for the best interests of the pupil and the implications for the school, especially staff. Certain circumstances require particular caution, and where it is thought desirable for medicines to be administered, the Headteacher will ensure that these guidelines are followed carefully. All staff should be aware of school policies and practices with respect to administering medicines, and indeed all first aid treatment, particularly, where there are individual pupils with known medical problems. For children who require medication for short term illnesses school will not administer prescription and non prescription medicines i.e. antibiotics, liquid paracetamol, or cough medicines. Parent will be able to attend school at lunchtime to administer to their child if there is a need. We have taken guidance from the Local Authority, Health Professionals and DfE who have advised us that if the medicine is **not** essential for their everyday living then schools can agree not to administer them. However certain requests in exceptional circumstances will be considered on an individual basis. The head teacher or a senior member of staff will sign for any medicines in school.

Guidelines

The following safeguards should be observed in any case where the Headteacher agrees to accept responsibility for the administering of medicines to children:

- a) a doctor's note should be received, preferably delivered by the parent, to the effect that it is necessary for the child to take medicine during school hours.
This note should give clear instructions concerning the dosage;
- b) long-term, illnesses, such as epilepsy or asthma, should be recorded on the child's medical records, together with appropriate instructions;
- c) the medicine, in the smallest practical amount, should be brought to school by the parent, not the child, and should be delivered personally to the Headteacher or an appropriate member of staff;
- d) medicines must be clearly labelled with contents, owner's name and dosage, in its original container dispensed by the pharmacy. Inhalers are kept in class first aid boxes and epipens are kept in a secure/accessible location. Other medicines are kept securely in a locked medical cabinet.

- e) the medicine should be self-administered, if possible under staff supervision and a written record kept of dates and times of the administration;

Circumstances requiring refusal

There are certain circumstances in which the Headteacher could refuse to accept responsibility for administering medicine. These are:

- a) where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken;
- b) where some technical or medical knowledge or expertise is required;
- c) where intimate contact is necessary.

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