

MINSTERLEY PRIMARY SCHOOL

THE ADMINISTRATION OF MEDICINES

Reviewed: Summer 2013

Next review: Summer 2017

While the School Governors have a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

The School Governors request parents to ensure that the Headteacher be made aware in writing of any medical condition suffered by their child.

- Non - prescriptive medicines will neither be stored nor administered to pupils in school (with the exception of travel sickness medication.) Prescribed medicines will not be administered in school without written consent of parents and the specific authorisation of the Headteacher. Parents of a pupil requiring medication during school hours should complete a 'Parental Request for Medication to be Administered in School', form from the school office.
- Where permission has been given by the Headteacher for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil, contents, dosage and date of prescription.
- Changes in prescribed medication (or dose) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- A written record of the date and time of administration will be kept in the school office.
- A member of staff should not administer medication without the specific authorisation of the Headteacher or most senior member of staff present.
- No member of staff can be required to administer medicine or drugs to a pupil.
- The medicine should not be kept by the pupil but in a secure location out of reach of pupils.
- Inhalers used by asthmatic children must be readily accessible at all times of the school day. Children are encouraged to become responsible for their own inhaler and independent in its use.

- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child. Where applicable, staff will undertake training in line with Health Authority guidance.
- Parents are further required to indemnify authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.

This policy will be reviewed every 4 years