

July 2017

## Saxton CE Primary School

### ADMINISTRATION OF MEDICINES IN SCHOOL POLICY

#### RESPONSIBILITIES

##### **Governing Body**

The Governing Body recognises that students may need to take medication in school. The school has a duty of care to students at school and will do all that is reasonably practicable to safeguard and promote welfare.

The Governing Body will take responsibility in principle for the administration of medicines during school time in accordance with the Government's and LA policies and guidelines.

##### **Staff**

The Headteacher will implement this policy and report as required to the Governing Body.

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so or it is in their job description.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.
- Some medicines require staff to receive specific training on how to administer it from a registered health professional.

##### **Qualified First Aider/Office staff, TA's.**

Teaching staff, qualified First Aiders, office staff and Teaching Assistants who volunteer their services for **specific** duties, will be given training to administer medication as required.

##### **All staff are given training in areas where a learner has a specific illness;**

epipen administration

Diabetes

##### **Records**

On admission of a learner to the school, all parents/carers will be required to provide information giving full details of:

Medical conditions .

Allergies .

Regular medication.

Emergency contact numbers .

Name of Doctor .

Special requirements

Parents will be reminded to update records each academic year.

### **Administration of Medication**

Any requests for medicine to be administered must come from the parent/carer in writing.

The medication must be in a container as prescribed by the doctor and must have the child's name together with clear instructions.

Medication will generally be administered during break times unless unavoidable.

### **Pain Relievers**

The school will administer pain relief, if the parent has sent pain relief into school with the learner, (paracetamol, ibuprofen but NOT aspirin) giving permission to administer as and when required but not on a long term basis.

The pain relievers will be kept in the office with the child's name clearly labelled.

### **Long Term Medical Needs**

Each case will be determined after discussion with the parent/carer and a doctor. The Governing Body reserves the right to discuss the matter with the School Doctor. A Health Care Plan will be drawn up.

### **Records**

A file labelled "Medicine's Register" will be kept in the school office along with all medication.

The book will record;

.  
Name of learner .

Date/time of administration .

Who supervised the administration .

Which medication .

How much was given.

Policy date: July 2017

Review: July 2019

Carole Middleton  
Acting Headteacher

## Administration of Medication Record

Name of Child	Date of Birth	Class	
Emergency Name and Contact Number			
Name of Medication	Special Instructions. Possible side effects.		
Type (eg tablets/liquid)			
Dosage and Time			
<ul style="list-style-type: none"> <li>• I hereby authorise the school to administer medicine as detailed above</li> <li>• I understand that the person who administers the medication will not be medically trained and that is not part of their obligations under their contract of employment.</li> <li>• I understand that the school staff will take such care as would a reasonable prudent parent and confirm that I will not hold the Governors, the school staff or the Education Authority responsible to any loss, damage or injury resulting from the administration of this medication.</li> </ul>			
Signed			
Print			
Date			
Date and Time of Administration	Dose Given	Person Administering	Person Witnessing