



MEDICINES IN SCHOOL POLICY

Indications for the administration of medicines in school

There are two main circumstances under which the school staff may be requested to administer medicines:

1. For children with chronic conditions (such as diabetes, epilepsy or asthma) and
2. For children recovering from short term illnesses who may be well enough to attend school but need to finish a course of medication. (This will help to minimise the time that children are absent from school.)

Medicines should only be brought into school when essential; that is where it would be detrimental to the child's health if the medicine were not administered during the school day. This might be on school premises or on school trips and outings. The school will do all that it reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents and in some cases, medical professionals. A health care plan (*see accompanying form 1*) will be prepared for each child with long-term needs (for example asthma).

Medication can take many forms including tablets, eyedrops, inhalers, injections, creams and suppositories. Medicines should always be provided in the original container (as dispensed by a pharmacist) and include the prescriber's instructions for administration and the storage requirements. Intimate or invasive treatments will not normally be allowed to take place in school but unusual circumstances will require individual discussion with the head teacher.

The school will only accept prescription medicines (labelled “POM”) (i.e. not medicines bought over the counter and thus labelled “P” or “OTC”.) Staff should never give a non-prescription medicine to a child.

Parental responsibilities

Parents who request that the school arranges administration of medication to their child will be required to provide full details of medical conditions, drugs, dosage and timings with emergency contact numbers. Signed consent must be given. (See *accompanying form 2.*) Parents should ensure that they are familiar with the advice and guidelines the school provides with respect to health including this policy. A separate form 2 must be completed for each medicine to be administered. In suitable cases, the headteacher will complete a form agreeing for the school staff to administer medications (see *accompanying form 3*).

It is the parent’s responsibility to inform the school when the medication is discontinued or the dosage changed. The school will not deal with any requests to renew the supply of the medication or to ensure an adequate supply; this is entirely a matter for the parents.

Staff responsibilities and indemnity

All staff are expected to maintain professional standards of care, although they have no contractual or legal duty to administer medication. The school fully indemnifies all staff against claims for any alleged negligence, providing that they are acting within their conditions of service and following this policy. The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made.

Storage, administration and recording of medicines

Medicines will be stored in a safe position in the child’s classroom or in the staff room refrigerator for medicines that must be kept cool.

If the pupil is required and able to administer his/her own medication (e.g. an inhaler for asthma), a request form for this purpose must be completed (see *accompanying form 4.*) The class teacher will check

that the pupil fully understands what has to be done and will organise or supervise the administration.

Normally the administration of medication will only be done in school at the following times:

- breaks and lunchtime
- exceptionally, immediately before school and after the end of the school day.

If a child refuses to take any medication, then the school staff will not attempt to coerce them to do so. In this instance, the parents will be informed.

A record of the medicine administered must be completed in every instance (*see accompanying form 5*). Records will be kept in the first aid room.

Accompanying documentation

Form 1: Health care plan

Form 2: Parental agreement for the school to administer medicine

Form 3: Headteacher's agreement for the school to administer medicine

Form 4: Parent's request for the child to carry own medicine

Form 5: Record of medicine administered to an individual child

If a parent requests school staff to administer medicine (ie in cases where form 2 or 3 are used) they must sign and agree the relevant forms. Staff must ensure that these forms are completed BEFORE any medication is administered.

This policy complies with DoH / DfES guidance:

“Managing Medicines in Schools and Early Years Settings (DfES 2005)

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