



Guidance on the Administering of Medicines to Pupils

Minor accidents are treated in the medical room using First Aid equipment. All injuries are recorded in the Accident Book.

Children who become ill during the school day are sent to and cared for in the Medical Room where they stay until fit to return to the classroom or parents come to collect them. All such events are recorded in the accident book kept in the First Aid cupboard.

The school does not keep or administer any proprietary (non-prescribed) medicines or pills without parental consent. Parents may come into school to administer medicine to their own child or complete a Med 1 form to give permission for staff to administer it.

The school does not administer prescribed medication to children except when they have a medical condition that requires treatment during school hours (and the child is fit to come to school). In this case a parent/carer will be asked to complete a medical form (Med1) giving details of:

- name of medication
- dose
- method of administration
- time and frequency of administration
- other treatment
- any side effects or special instructions

The adult will then record, date and sign the reverse of the form when the medication has been administered.

Any medicine containing aspirin will not be administered.

Medication for Asthma

- a) Parents and Carers of asthma sufferers must complete a signed medication form (Med 1) so that doses given during school time may be recorded on the reverse.
- b) Inhalers (preventers and relievers) are kept in the child's classroom.
- c) Parents and carers are responsible for ensuring that all medication is kept up to date.
- d) Parents must inform the school when medication doses are changed or when it is no longer needed
- e) Staff will ensure that all medication is taken whenever a child leaves the school building (e.g. outings, swimming lessons, sports on the field etc.).
- f) If the child attends a club out of school hours, parents/carers are responsible to pass any inhalers to the club leader.

Epipens

Epipens are kept in the office (except for children in the Nursery) in a labelled box with a picture of the child; this contains clear instructions for administration. All staff are trained annually on the use of administering epipens.

Storing Medication

We do not store large volumes of medication and ask parents/carers to bring in the required dose each day.

When medicines are brought into school parents/carers must ensure that the supplied container is labelled with the name of the pupil, the name and dose of the drug and the frequency of administration. Where a pupil needs two or more prescribed medicines, each should be in a separate container.

These medicines will be kept in the locked medicine cabinets in the Medical Room or in the refrigerator in the staff room if refrigeration is essential. These should be stored in an airtight container and clearly labelled.

THE NAMED PERSON WHO IS RESPONSIBLE FOR CHECKING ALL MEDICAL PROVISIONS IS **Mrs S Allen**. This will be done on a termly basis.

Disposal of Medicines

The school does not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

Emergency Procedures

All staff are delegated to call the emergency services if necessary. A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent arrives. Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. Another adult should always accompany the member of staff. Staff must also have comprehensive insurance company with cover for professional use.

Refusing Medication

If pupils refuse to take medication, school staff should not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

If staff follow the school's documented procedures, they will be fully covered by their public liability insurance should a parent make a complaint.

There is no legal duty which requires school staff to administer medication; this is a voluntary role.

N Rowlands
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