

CLANDON SCHOOL

A caring community where all can THRIVE

ADMINISTERING MEDICINE POLICY

Reviewed	Summer 2018	Next Review	Summer 2019
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Policy statement:

Regular school attendance is vital for every child and Clandon C of E Primary School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover.

Following illness a child may be well enough to return to school but require completion of a course of medication. There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

We will:

- Administer prescription medicines during the school day (ie in cases where it would be detrimental to the child's health if it were not administered during the school day.)
- Administer pain relief such as Calpol or Neurofen or cough mixture at parents' request.
- Require parents to complete a consent form detailing doses and times. Medicines must be supplied in the original container they were dispensed in.
- Devise Individual Medical Care Plans, with parents, for managing long-term medical needs.
- Appoint a 'named person' for the administration of medication that requires specialist training (eg Epipens)
- Keep Epipens in the medical cupboard, labelled clearly with the child's name and photograph.
- Keep inhalers in containers centrally in medicine cupboard so easily accessible by all in case of an emergency. These should be labelled clearly with the child's name and photograph.
- Supervise the administration of inhalers.
- Store prescribed medication safely.
- Document administration.

Medication and Off-site Activities

- A named member of staff has responsibility for management of medication on a school trip, including travel sickness remedies. This person must be given all the relevant information in writing by the parents.
- Generally, Key Stage One children would not be required to carry their own inhalers, but refer to the responsible adult if self-administration is required. Parents wishing their children to take full responsibility for their own inhalers must agree this with the Headteacher or the responsible adult.

We ask parents to help by:

- Administering medicines out of school hours wherever possible
- 'Training' inhaler users to self-administer
- Ensuring that medicines are 'in date' and collecting medication no longer required
- Ensuring that current and accurate medical information is passed to the office
- Please see also: Policy for First Aid and Medical Emergencies

This Policy is included in the Staff Handbook