

**ST WOOLOS PRIMARY SCHOOL**



**POLICY FOR THE  
ADMINISTRATION OF  
MEDICINE**

## POLICY FOR THE ADMINISTRATION OF MEDICINE

This policy has been formulated in consultation with Governors and with guidance from Newport City Council.

The aim of the school is to support pupils with medical needs in order to ensure their attendance at school and full access to the National Curriculum.

We will make all reasonable adjustments to our practice to support this aim, but will do this only when it is safe and practical to do so.

In the first instance, we expect parents to administer medication to their own child, whenever possible. Should this not prove possible, then medication may be administered in school if, having taken into account all relevant factors, the Headteacher decides that it is safe to do so.

### TYPES OF MEDICATION

#### Short Term Prescription Medicines

Where a medicine is prescribed to be taken **three times daily** on a short-term basis, parents are expected to administer these doses at home.

In the event of a **four-times daily** dose being prescribed, the following conditions apply:

- The parent (or guardian) will be given the opportunity to administer the medicine in school at lunchtime.
- If this is not possible, then the Headteacher may authorize a member of support staff to administer medication to a child. This will only be permitted on the completion of the appropriate medical forms by the parent and Headteacher. This will ensure that clear details about doses and actions to be taken in the event of an adverse reaction are provided.
- All medication will be kept in an appropriate fridge or secure cupboard.
- All doses will be recorded by the member of staff administering them. These records will be reviewed regularly.

## Essential Long-term Medication

The school may administer essential long-term medication (eg asthma inhalers/ Ritalin etc) after discussion with the parents, completion of the appropriate forms and also, where appropriate, discussion with medical staff. However, if there is any concern about the safety of the pupil or level of risk, the Headteacher will refuse permission until further advice has been sought.

A safe area will be provided for the storage of this medication and all doses will be recorded.

If a child has been diagnosed with asthma and has an inhaler to be kept in class, parents will be required to complete an appropriate form. The class teacher will maintain a record of inhaler use. A child's prescription inhaler will be taken on all school activities.

Parents are responsible for ensuring that all medication is within its shelf-life and, when it is near expiry, to provide new medication to be kept in school.

## Emergency Procedures

If emergency procedures are necessary because of the extreme or life-threatening nature of the pupil's condition (e.g. anaphylaxis, diabetes etc.) all staff required to administer these will have appropriate information and training from nursing staff. The appropriate forms must be completed and approval gained from the Headteacher.

The school will ensure that it has effective emergency procedures in place and draw up individual pupil protocols where necessary. These will be reviewed regularly.

The school will not administer any invasive medication except an Epipen, which is to be given in the event of a medical emergency. Training will be given annually for this.

As with other medication, a safe storage area, or areas, will be provided and the administration of any medication recorded.

## Non-prescription Medication and self-administration of medicine

No pupils will be allowed to self-administer any medication except prescribed topical skin ointments for the relief of eczema. The appropriate forms must be completed and approval gained from the Headteacher beforehand.

No non-prescription medicines (e.g. Calpol) will be administered or permitted in school.



*If a child needs throat sweets because of a sore throat or lip salve because of severely cracked lips, then this is permissible if a note from the parent or guardian has been received. Items such as lip salves or throat sweets must be given to the class teacher during the day so that their use can be regulated and so that they are not shared around.*

## GENERAL PRINCIPLES FOR THE SAFE ADMINISTRATION OF MEDICATION

- Medication will only be administered when all other possibilities have been explored.
- If it is decided to administer medication in school, the Headteacher, as Designated Responsible Person for Health and Safety, is responsible for ensuring its safe administration to pupils.
- Staff may only administer medication when they have received appropriate information/training. This information must be received in writing and must include details of :

How to administer the medication

What action to be taken in the event of side effects, including emergency contact details

Procedures for the safe disposal of waste materials

Requirements for the safe storage of materials and equipment

- This training must also be given to substitutes, where appropriate.
- The school will provide a dedicated safe area for the administration of medicines (Office/staffroom). All medication will be administered in this area, except in an emergency.
- Parents will be responsible for the provision of medicine and any specialist materials or equipment. The Local Authority is responsible for appropriate alterations to the premises or the provision of fixed equipment, if necessary.
- It is a parent's responsibility to ensure that all medication provided to the school has not passed its expiry date.
- Support staff can only be required to administer medication where this is specified in their conditions of service. They may choose to administer medication if this is not in their contract. Teachers also are not required to administer medication, but may choose to do so.
- **The health and safety of all clients (pupils, parents and staff) is paramount and the school will refuse to administer medication if the Headteacher considers it is not safe to do so.**