

## Administration of Medicine Policy

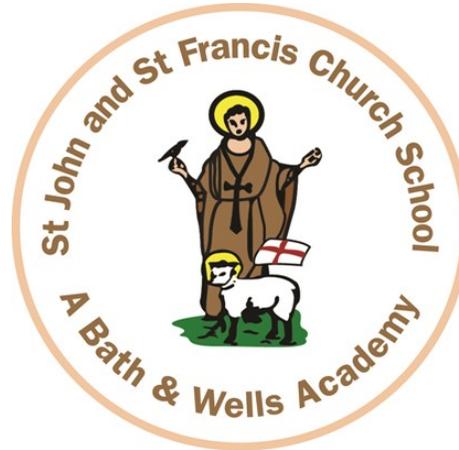
### Medicines accepted by school:

- Medicines prescribed by a medical practitioner
- Medicines that are in date
- Medicines that need to be administered 3 times a day or more.
- Medicines in their original container, as dispensed by a pharmacist
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.

(For use of inhalers see Asthma Policy)

### The school will not accept or administer:

- Medicines that are to be administered 2 times per day (unless the child is attending after school club and will not return home immediately after 3:15pm, or attending a residential visit)
- Piriton
- Paracetamol eg Calpol, or aspirin.

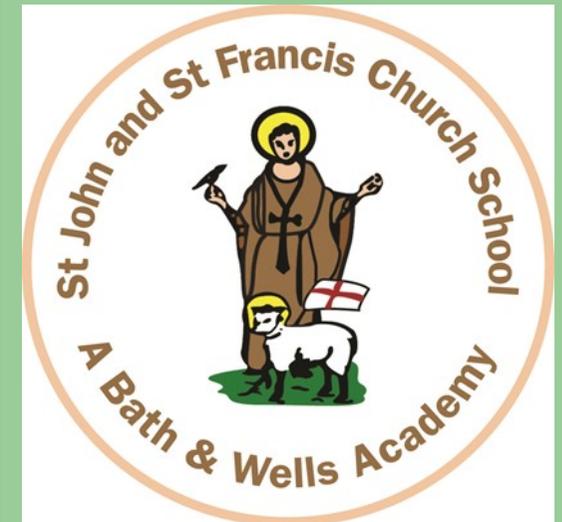


**St John and St Francis Church School.**  
**Westonzoyland Road**  
**Bridgwater**  
**Somerset TA6 5BP**

**Phone: 01278 456918**  
**E-mail: [office@stjohnstfrancisbwmat.org](mailto:office@stjohnstfrancisbwmat.org)**

## St John and St Francis Church School

### Administration of Medicine Policy information for parents



## Administration of Medicine Policy

St John and St Francis Church School are aware that children who attend our school may require the administration of medicines during the school day, and we believe that this should be taken seriously and dealt with in a professional and appropriate way.

The intent of this policy is to minimise risk to a child being administered medicines by a staff member, by ensuring parents are aware of their responsibilities, and ensuring documentation is signed and up to date.

A full copy of our policy can be obtained from the School Office. We would like to thank all parents for co-operating with helping us to keep all our children safe.

### Process for the Administration of Medicines in School – long term medical needs

Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/guardian of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually.

### Process for the Administration of Medicines during residential visits– all medical needs.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements.

## Procedures and Responsibilities for Administration of Medicine Management:

### School

School teachers have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Staff may volunteer to assist in the administration of medicines but must be given appropriate training and guidance. As a school, we train specific named staff for the purpose of the administration of medicines.

As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

The medicine must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of the Headteacher.

When administering, the named adult must complete a record (appendix a) showing the date and time and details/dosage of the medication. This must be counter-signed by another adult.

In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult.

The Headteacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan.

### Parents

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person.

**Under no circumstances should a parent send a child to school with any medicines, eg throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.**

Parents are welcome to come into school to administer medicines themselves that the school refuse to administer, for reasons given above.

It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered.

