

# PARLEY FIRST SCHOOL

## MEDICINES IN SCHOOL POLICY

### The Administration of Medication



#### **AIM**

To establish a framework for the safe administration of medicines in school.

#### **OVERALL CONSIDERATIONS**

The administration of medicine is the responsibility of parents and carers. In cases where the administration of medicines is routine and straightforward and where the parent asks the school to act in loco parentis the following preconditions will apply:

1. Children cannot bring medication into school without the school prior knowledge.
2. Parents must complete a form of consent for the administration of medicines/treatment. This form is available from the school office. Children cannot self-administer medicines except for the use of inhalers.
3. Only medicines and treatments prescribed by a doctor and accompanied by a written instruction from the parent or doctor will be accepted.
4. The instruction, which can be made on the school's consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.
5. Authorised members of support staff are responsible for the administration of medication to children. (see list at end of policy)
6. Records of medication administered in school are kept in a log book situated in the Medical room.
7. Medication is kept in a locked cupboard in the medical room or refrigerated in the staff kitchen. Medication should not be in possession of children at any time.
8. Teachers will not be required to administer medicines.

#### **GENERAL PRINCIPLES**

- Children suffering from short-term ailments, who are clearly unwell, should not be in school and we reserve the right to ask parents to keep them at home, in their own best interests and that of other pupils and staff.

- Should a child fall ill whilst at school, parents or carers will be contacted and asked to take them home.
- Children with chronic illness or disability, who need to take prescribed medicines during school hours, will be supported in this and helped to lead as normal and happy life at school as possible.
- The school has a general duty of care towards its pupils. To enable staff to react promptly and reasonably if a child is suddenly taken ill the governing body has adopted the guidelines and procedures recommended by the LEA in the booklet 'Medical Advice for staff in school'.

### **LIST OF AUTHORISED STAFF**

- Debbie Viney
- Susie Guest
- Nicky Leaper
- Sarah Richardson
- Sheri Macey
- Remy Richards
- Tracey Knight
- Alison Webb
- Nikki Hamp
- Rosie Bingham
- Isabel Brooks
- Lucy Clark
- Ed Page
- Sharon Strange

### **REVIEW**

Both this policy and the associated guidelines will be reviewed as and when necessary.

Reviewed: June 2007

Next Review Due: Autumn 2010