

Elmsett C. of E. V.C.P. School

Administration of Medicines Policy



Document Control

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1. MEDICINES IN SCHOOL

We follow the county policy on medicines in school. For complete details of the county policy, staff should refer to ***Supporting Pupils With Medical Needs and Administering Medicines in School (SCC)***.

Suffolk County Council Guidelines state that: ***'The administration of medicines to children is the responsibility of parents and there is no legal or contractual duty on Headteachers or school staff to administer medicine or supervise a pupil taking it'***.

The cases where it could be different would be cases of chronic illness or long-term complaints such as asthma (see Asthma Policy), diabetes or epilepsy. In addition, school staff may find it necessary in an emergency to take action which in exceptional circumstances might extend to administering medicine.

Very few courses of medication are likely to require medicine to be taken during school hours. Doctors will be encouraged to prescribe medication that can be administered out of school hours.

2. PASTORAL CARE

Class teachers assume responsibility for the day-to-day behaviour of the children and for their general well being. Where a child is well enough to be in school, but still requires medicine, the dosage should be administered at home. If a lunchtime dosage were necessary, the parent would need to come into school to administer it, or the child could go home during the lunch break. Where the family cannot arrange for an adult to do this, they need to contact the Headteacher, as medicine cannot generally be administered by school staff. The medicine would have to be clearly labelled with the child's name and provided in a measured dose.

The Medical Officer of Health for Suffolk has issued the following directive to all schools:

"Parents continue to have responsibility for their child's well-being at school in circumstances where it is agreed that the Headteacher or a member of staff will act on the parents' behalf by administering medicine. However, the school reserves the right not to agree to administer medicine in certain cases unless it is satisfied that this is the parents' wish, that the details of the dosage and timing have been conveyed precisely and that to do so would have no harmful effect upon the child."

It can only be arranged for school staff to administer medicines if the correct form is filled in and signed. See Appendix A.

3. PUPILS BRINGING ANALGESICS

In order to avoid the risk of improper use, pupils should not bring their own supplies of un-prescribed analgesics to school.

4. SCHOOL JOURNEYS

Appendix A must be filled in for any pupil on an educational visit requiring medication during the trip. If a child is being taken on a school journey where medical treatment may be needed and the parent is not prepared to give written instructions and an indemnity (i.e. fill in Appendix A) on the subject of medical treatment, the school may decide that the pupil should not go on the journey.

5. STORAGE OF MEDICATION

In those exceptional circumstances where it has been agreed that medication will be brought onto school premises, they will be stored in the Medical Cabinet in the Staff Room. If the medicine has to be refrigerated, it will be kept in the Staff Room fridge.

6. MEDICAL PROTOCOLS AND STAFF AWARENESS

Children with medical needs have their names, photograph and medical details in the class register so that supply staff as well as class teachers are aware. This information is also displayed prominently in the staff room and lunchtime supervisors' folder. If there is further medical information it is filed in the child's blue folder.

The school nurse provides a protocol for any child suffering from a severe allergy. If the school nurse is not aware of the child's medical condition, the school contacts her and requests that an appropriate protocol be provided. A photograph of the child is attached to the protocol which is displayed in the staff room so that all staff and supply teachers have ready access to the guidance.

7. APPENDIX A

Appendix A

Request for the school to administer medication

The school will not give your child medicine unless you complete and sign this form, and the headteacher has agreed that school staff can administer the medication. Please read and sign the disclaimer printed overleaf

DETAILS OF PUPIL

Surname: M/F:

Forename(s): Date of Birth:

Address: Class/Form:

.....

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Condition or illness:

MEDICATION

Name/Type of Medication
(as described on the container)

Date dispensed:

Full Directions for use:

Dosage and method:

Timing:

Special precautions:

Side Effects:

Self Administration:

Procedures to take in an Emergency:

CONTACT DETAILS:

Name of Parent/Carer: Daytime Phone No.:

Relationship to pupil:

Address:

.....

My child's doctor has prescribed the above medication. I understand that I must deliver the medication personally to an agreed member of staff. I accept that this is a service which the school is not obliged to undertake.

Signature: Date:

Relationship to pupil: