



ADMINISTRATION OF MEDICINES POLICY

All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact

Medicines are not normally allowed in or administered at school. If a child is on a course of antibiotics, but well enough to be in school, parents/carers are welcome to come into school to administer the doses.

INHALERS

Children need to keep their own, clearly named, inhalers if they suffer from asthma (although arrangements may be different for younger children/type of inhalers). It is the parents'/carers' responsibility to ensure that inhalers are in date and that they are not empty. It is also the responsibility of the parent/carer to inform the school if their child is using an inhaler.

EPIPENS

Epipens, provided by parents/carers, will be kept in school for those children who suffer from life-threatening allergies eg peanut allergy. Only trained staff will administer the epipen. Training will be made available in school.

Photographs of any children requiring such treatment will (with the parents' permission) be kept in their classrooms, staff room and school kitchen, together with a list of where the epipens are kept.

It is the parents'/carers' responsibility to ensure that epipens are in date. Parents also need to ensure that children have an epipen, inhaler etc when outside visits take place eg swimming, school trips etc.

ONGOING CONDITIONS

Pupils who need to take regular medication for ongoing conditions (eg ADHD, diabetes) are allowed to have medication administered. Tablets/medicine will be kept locked in the school office and signed for and administered by a member of staff, following written permission by parent/carer.

NB Parents/carers of children with serious food allergies may provide school with suitable treats for appropriate occasions e.g. classmates' birthdays.

Signed: Headteacher _____ Date _____

Chair of Governors _____ Date _____

Next Review Date: January 2019