

Priors Hall – a learning community

Administration of Medication Policy

2021 - 2022



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POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL

Introduction

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

The Role of Staff

Teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training.

Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a

pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a cabinet in the school offices or staff room fridge, where required.

Controlled Drugs

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

Non-prescribed Medicines

Staff should **never** give non-prescribed medicine e.g. paracetamol. Children should not bring nasal decongestants or any 'over the counter' medication to school without prior arrangement with the school office. If children are found to have such medicines, it will be confiscated and will need to be collected by a parent from the office. If it is necessary to have over the counter creams, the office will store these and observe children self-administering these. This must be prearranged with the office through a parent.

Administering Medicines

Normally medicines will be kept under the control of the school office unless other arrangements are made. The Form **Record of all medicines administered to children by staff** will be kept in the appropriate school office and classroom. This must be completed on each occasion that medicine is administered to a child.

When a child refuses medicine the parent should be informed, if practical, the same day.

Administration of Medicines on Trips and Visits

Priors Hall – a learning community will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

Children with Long-Term or Complex Medical Needs

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

Access to the School's Emergency Procedures

In the case of an emergency the school's emergency procedures as outlined in the Health and Safety document will be followed.