



Medicines in School Policy

1. Duties & Responsibilities

Governing Body

1. To ensure that there is close liaison between the school, pupils and their parents/carers, relevant general medical practitioners, school nursing staff and other specialist medical advisory personnel to enable the school's policy to be implemented safely and in accordance with their own and the Local Authority's duty of care.
2. To ensure that, if the school has agreed to administer medication, suitable and secure arrangements are provided for the storage of medication in line with the manufacturers' instructions.
3. In exceptional circumstances where there is a particular requirement for medication that cannot be safely or satisfactorily met by the school to negotiate with interested parties an acceptable outcome.

Head Teacher

1. To ensure that the policy of the school's governing body relating to the administration of medication are implemented.
2. To ensure that, where the school has agreed to administer medicine, school staff receive appropriate training as required to enable them to administer the medication safely and competently.
3. The Head Teacher (or designated member of the school staff nominated by the Head Teacher) will have sole authority, based on available individual pupil medical information, to sanction the administration of medication.
4. To ensure that, where the school has agreed to administer medicine the medication that they are being asked to administer has been specifically prescribed for that pupil, is correctly labelled, in date, with storage details attached and that staff have been trained appropriately in its administration.
5. That any medical information held on file must be treated as confidential and only made available to staff who have a need to know.

6. To ensure that, where the school has agreed to administer medicine, parents/carers understand their responsibility to inform the school of any changes to the pupil's care needs as soon as these occur.
7. That, where the school has agreed to administer medicine, a regular review of the pupil's care needs takes place.
8. To inform both their governing body and / or the Local Authority of any concerns they may have relating to the implementation of the policy or the code of practice

School Staff

1. Must be familiar with their own school's policy relating to the administration of medication.
2. Where staff accept responsibility for the administration of medication, they must acknowledge any limitations in their competence and inform the Head Teacher in order that appropriate instruction and training may be provided. No member of staff will be required to undertake the administration of medication.
3. Where practicable the administration of medicines should be provided by a member of staff of the same gender as the pupil.
4. Staff need to be aware that the school can not accept responsibility for the self-administration by pupils of medication e.g. asthma.
5. A Local Authority employee acting in the course of their employment who administers medication to pupils with special care needs will be fully indemnified by the County's liability insurance policies for any injury or loss caused by their actions, provided they have received full training relevant to the medication being administered and have used any protective equipment provided for such purposes.

Parents / Carers

1. Are responsible for providing medical information to enable the head teacher to complete the school's medical information and consent form.
2. Must be able to confirm that any necessary medication has been specifically prescribed for the pupil, is correctly labelled, in date, with storage details attached and that the school will be informed of any changes to the medication prescribed or its administration.
3. Are responsible for sharing up-to-date medical advice about the pupil with the head teacher, whenever they receive it.
4. Must inform the head teacher when pupils bring medication into school for self-administration e.g. asthma. In such instances parents/carers should be aware that the school can not accept responsibility for its administration.

Training

1. All school staff are trained annually in how to administer epipens. This is conducted by the School Nurse.

2. Arrangements for the Administration of Medication to Pupils in Schools – Policy

Children should not normally bring medicines to school. If a child needs medication during the day, parents are asked to either keep him/her at home until the course has been completed; time the doses to fit in with the school day (if possible); or come into school and administer the medication themselves (e.g. lunch-times). Members of staff are not allowed to accept responsibility for administering medicines other than in extreme circumstances and by prior arrangement. Children who require treatment for asthma (puffers) are allowed medication in school for self-administration. If this applies to your child, please ask for further details.

Where children in receipt of prescribed medication are involved in a residential visit or a day visit that extends beyond the normal school day, it is the responsibility of the parent/carer to ensure that the member of school staff responsible for organising the visit is fully aware of the pupil's needs. Procedures will be agreed on an individual basis.

Where it has been agreed, in **exceptional** circumstances, that the school will administer medication, the parent / carer must provide in writing before treatment may commence the following information:

- Child's name and date of birth
- Name of prescribed medication
- Dosage, method of administration and time / frequency of administration.
- Any possible side effects
- Any relevant medical history (e.g. allergies)
- The expiry date of the medication and course of treatment
- Written confirmation that the parent agrees to the school administering the relevant medication.