

# Administration of Medicines Policy



**‘To Lift Ourselves and Others into our Best Future’ ‘I godi’n hunain a phawb  
ar gyfer dyfodol disglair’**

Policy Written	November 2017
Initial Review Date	November 2018
Review Date	December, 2019

# Clytha Primary School

## Administration of Medicines Policy

### Administration of Medicines Policy

#### Policy Statement

Clytha Primary School will do all it can to support and care for children with medical needs in order to ensure their health and attendance at school, as well as their access to the curriculum. This policy and procedures set out the framework within which the medical needs of our pupils will be managed. It has been the subject of consultation with Staff and the Governing Body.

In general, there is only one set of circumstances in which the school may need to be involved in supporting the medical needs of its pupils:

*Where the pupil has a long term or complex medical need which requires to be addressed to ensure the health and well-being whilst at school, e.g. epilepsy, severe allergies.*

It is not the intention that the school administer antibiotics and deal with medical issues related to common illnesses or ailments. It is not the intention of the school to allow children to administer remedies and products themselves for common illnesses or ailments. In line with our Health and Safety Policy, this includes all cough or throat sweets, lip salves etc. Wherever possible, it is expected that pupils take medication before or after school, or if required, parents are invited to attend school during break or lunch periods to administer medicine. School must be informed first to arrange this.

#### Administration of Prescribed Medicines

Staff cannot be required to administer medication or to supervise its administration. The administration of medicine and any supervision is therefore carried out by staff on a voluntary basis for the most severe or life threatening of cases as staff have a legal duty of care towards pupils. It is therefore imperative that, expert training by health professionals is organised for **all staff** in the presence of parents of those children requiring it, for those most severe or life threatening conditions, e.g. epilepsy or severe allergies. Staff at Clytha Primary have readily taken on the training, skills and responsibility for the small number of pupils requiring this medication, with the full support of the parents. Parents will always be invited to attend this training and this training will be annual or earlier if necessary.

In some rare situations a child may need prescribed medicine for a temporary condition, but is well enough to attend school. If the medicine cannot be administered outside of school hours and a parent or nominated adult is unable to attend school to administer this medication themselves, then school may permit the child to self-administer medication in this instance. For this to happen, all the necessary medical forms must be completed by the parent after discussion with the Head teacher.

The following procedures are rigidly adhered to:

- No medication will be administered without the express written consent of the parent/guardian. Parents will be expected to complete the 'Healthcare Plan for a Pupil with Medical Needs' the 'Request for School to Administer Medication required in an Emergency' or the 'Request to Administer Medicine-Asthma/Inhalers.' A separate form relating to medication needed for residential visits will be distributed to families well in advance of the visit and must be completed and checked before the visit takes place. All forms are kept in the School Office, but a confidential 'Medi-Board' is kept in each classroom and is updated termly. Medicines relating to the child will be held securely in dated packages provided by parents with emergency telephone numbers and instructions.
- Should a child have asthma or the need for an inhaler, then the specific form above needs to be obtained, signed and returned to the School Office before the inhaler is brought to school. All inhalers and pumps are stored in sealed medi-containers in each class, for the pupils to use when needed. A record is kept of the date, time and number of puffs in an individual book. Nursery and Reception pupils are assisted with their inhalers. From Year 1, pupils are encouraged to manage and administer their inhalers.
- All medication is taken by the class teacher, for all class visits.
- Under no circumstances will any pupil be given pain killers or be allowed to self-administer medication other than asthma pumps or inhalers, without the necessary permission as above.
- The administration of emergency medication in the event that it is necessary, will be by any trained member of staff and all are trained annually.

## Clytha Primary School

### Administration of Medicines Policy

- School staff will not dispose of surplus or out of date medication. It will be returned to the parent or guardian to be disposed of.
- It is the responsibility of the parent or guardian to ensure that medication is in date and in sufficient supply.

#### Equal Opportunities Statement

We are committed to equality for all members of our school community. Our school promotes a positive approach to valuing and respecting diversity.