



Administering Medicines Policy January 2023

Administering of Medicine

Responsibility of Parent/Carers:

Parent and carers have the principal responsibility of administration of medication to their children. It is preferable for medicines to be given at home whenever possible. School can only administer medicines which are prescribed to be taken four or more times a day, or a specific time during the school day.

PLEASE NOTE NO UNPRESCRIBED MEDICATION WILL BE ADMINISTERED

Responsibility of school staff:

School staff have a professional duty to safeguard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. *This does not imply a duty upon school staff to administer medication.*

Administration of essential prescribed medication:

- ❖ All essential medication should be brought into the school by the parent or carer, **not the pupil**, and should be delivered personally to the school office.
- ❖ All essential medication must be prescribed. Parent/Carers must complete a medication form (school office) or school will **not** be able to administer the medication.
- ❖ Essential medication to be taken orally should be supplied with an individual measuring spoon, eye drops should be supplied with a dropper.
- ❖ Parents/Carers should always inform the School Office if any of the information which was given submitted on the medication form changes, e.g times of medication. School will always administer medication on the times stated on this form unless informed otherwise.
- ❖ Any prescribed inhalers brought into school, should be kept in a secure place which is readily accessible to those children so they can be used when needed. **PLEASE NOTE THAT PARENTS/CARERS WILL NEED TO COMPLETE A MEDICAL FORM BEFORE THEIR CHILD IS ABLE TO USE INHALER. A SPACER IS ALSO REQUIRED WITH AN INHALER.**
- ❖ If a pupil brings into school any medication for which the school has not received written notification, the staff of the school will not be held responsible for that medication.

Infectious Diseases:

Children with infectious diseases must not be at school. They should only return when they feel well, and must stay away longer if there is still a risk of infection. In the case of a vomiting and/or diarrhoea bug, the child should stay away from school for a period of 48 hours since the last bout- this is essential. If you are unsure about whether or not your child is well enough to return to school, please telephone the school. Some diseases such as Chickenpox, German Measles and Slapped Cheek Disease (parvovirus) can be dangerous to unborn babies and the school has a duty of care to both staff and parents to notify them if there are such cases in school.

Head bumps:

Parents will be informed by phone if their child receives a serious bump to the head at school, although the chance of serious injury is highly unlikely this is just intended to alert parents to look out for any warning signs should the bump be more serious than expected. All such injuries will be seen by a qualified first-aider. If a child receives a bump to the head and it's not serious your child will be given a sticker and a note to notify parents.

Sunscreen:

Children will spend approximately a third of the time they are at school outdoors, so sensible measures need to be taken to protect children from the damaging effects of the sun. An application of good sunscreen (SPF of 15-20) at home in the morning should provide sufficient protection for children at school. In summer parents may wish to give children a small amount to re-apply during the lunch break and send their children to school with a sunhat and extra water. Children should apply their own sunscreen unless in Early Years.

PARENTS ARE RESPONSIBLE FOR ENSURING THAT DATE EXPIRED MEDICINES ARE COLLECTED FROM SCHOOL AND RETURNED TO THE PHARMACY FOR SAFE DISPOSAL. EPI-PENS AND INHALERS SHOULD BE COLLECTED AT THE END OF EACH TERM.

Agreed by the Governing Body – January 2023