

BURTON SALMON CP SCHOOL**ADMINISTRATION OF MEDICINES IN SCHOOL POLICY**

Document Status			
Date of Next Review	05/2020	Responsibility	Governing Body
Success Criteria for review completion		Responsibility	Chair
Date of Policy Creation 05/2017	Adapted school written model	Responsibility	Headteacher
Date of Policy Adoption by Governing Body 05.05.17		Signed _____ Chair Of Governing Body	
Method of Communication (e.g Website, Noticeboard, etc) Website		Signed _____ Head Teacher	

RESPONSIBILITIES**Governing Body**

The Governing Body recognises that students may need to take medication in school. The school has a duty of care to students at school and will do all that is reasonably practicable to safeguard and promote welfare.

The Governing Body will take responsibility in principle for the administration of medicines during school time in accordance with the Government's and LA policies and guidelines.

Staff

The Headteacher will implement this policy and report as required to the Governing Body.

School staff have no legal or contractual duty to administer medicines to learners, or to supervise them taking medication. For those who volunteer, the Governing Body fully indemnifies all staff against claims for any alleged negligence, provided they are acting within their conditions of service and following government guidelines.

The following members of staff are responsible for the ROUTINE administration of medicines: Mr Blackwood, Mrs Wilkinson, Mrs Torode, Mrs Newton, Mrs Copley, Miss Kiely, Miss Northway, Mrs Potts and Mrs Rylah.

Qualified First Aider/Office staff, TA's.

Specified staff, qualified First Aiders, office staff and Teaching Assistants who volunteer their services for specific duties, will be given training to administer medication.

All staff are given training in areas where a learner has a specific illness;
epipen administration
Diabetes

Records

On admission of a learner to the school, all parents/carers will be required to provide information giving full details of:

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Medical conditions .
Allergies .
Regular medication.
Emergency contact numbers .
Name of Doctor .
Special requirements

Parents will be reminded to update records with at least one reminder letter home each academic year.

Administration of Medication

Any requests for medicine to be administered must come from the parent/carer in writing and no medicine will be administered without a completed Parental Request for Medicine to be Taken at School form.

The medication must be in a container as prescribed by the doctor and must have the child's name together with clear instructions.

Medication will generally be administered during break times unless unavoidable.

Pain Relievers

The school will administer pain relief, if the parent has sent pain relief into school with the learner, (paracetamol etc) giving permission to administer as and when required. The pain relievers will be kept in the office with the child's name clearly labelled. No medicine will be administered without a completed Parental Request for Medicine to be Taken at School form.

Long Term Medical Needs

Each case will be determined after discussion with the parent/carer and a doctor. The Governing Body reserves the right to discuss the matter with the School Doctor

Records

No medicine will be administered without a completed Parental Request for Medicine to be Taken at School form.

Staff must complete the Administration of Medication Form and this will be kept on the pupil file.

Procedures

The following are general procedures to be followed by all staff: For more detail see the North Yorkshire County Council Guidance Notes for Medications in Schools.

- The administration of medicines should only be required when it is essential i.e. it would be detrimental to the child's health if the medicine is not given.
- Parents should be encouraged to enquire of their Medical Practitioner whether it is essential that a dose of medication be prescribed during school hours. For example, if a medication is prescribed to be taken three times a day, it may be satisfactory to give it before school, after school and before bedtime.

- School should never accept loose medicines in blank envelopes or unidentified bottles.
- Before the administration of any prescribed medication detailed written instructions and authorisation from the child's Parent/Guardian to administer the medication, must be obtained. A model Instruction/Authorisation form may be used, see Appendix 2a North Yorkshire County Council Guidance Notes for Medications in Schools.
- Prescribed medication must be brought to school in a properly labelled container, by an adult with parental responsibility.
- If pupils can take their medicine themselves, staff may only need to supervise this. See Appendix 2c North Yorkshire County Council Guidance Notes for Medications in Schools.
- The use of non-prescribed medication is to be discouraged. The School should not routinely stock pain relief such as paracetamol or symptom relief remedies such as cold and flu remedies.
- In the best interests of staff and pupils, all non-prescribed medication should be treated in exactly the same way as prescribed medication i.e. clearly defined procedure, documented record with administration times agreed with parents and prior written consent form from parents.
- Staff should ensure that any personal medication is kept in locked storage or staff lockers /lockable office drawers not in first aid boxes or unlocked desk drawers.