



St. Aloysius' Catholic Primary School

Administration of Medication and Medicine Policy

First and foremost, Parents are the child's main carers. They are responsible for ensuring their child is well enough to attend school and if their child is at school should provide the school with sufficient information about their medical condition. Such information is confidential and should only be shared on a 'need to know' basis.

The Governing Body (GB) is responsible for Health & Safety matters in school with such responsibility delegated to the Headteacher. This includes responsibility for medication administration to pupils. The Headteacher needs to ensure that all staff have appropriate training and insurance cover is in place for the staff.

The Headteacher is responsible for implementing the GB's policy and for advising on its development. He/she should make sure all parents/guardians are aware of the policy and ensure that children are fit to attend/ re-attend school. For pupils who have regular medication which requires administration **during school hours** a protocol will be developed with the parents to ensure medication is provided, unless it is deemed impracticable or parents' expectations are unreasonable. In this instance guidance should be sought from the school health visitor or GP.

Assuming the school's agreed procedures are followed staff will normally be covered by public liability insurance. More appropriate staff (those who have daily direct contact with the pupil) should be provided with special training if the child's condition may lead to an emergency.

School staff are not required to administer medication, but must be given full support and training if they volunteer to do so.

This will include pupils with long term medication needs or requiring emergency treatment (such as anaphylaxis). Medication will only be administered once parents have given consent (pro forma). All medication is stored centrally in the school office. A record of administration is kept in the school office. Medication is easily accessible to appropriate adults if needed (school visit, swimming, etc.). If pupils are fit enough to be in school, but need to finish a course of medication (e.g. antibiotics) they may return to school and arrangements made for short term medication administration -



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although efforts should be made for dose frequencies to occur outside school hours.

School Staff should not administer non-prescription medicines.

If a pupil has long term medical needs the school needs to be fully informed by the parents of the improving/deteriorating status of the pupil including details of dietary needs, medication and side effects, what to do in an emergency. An appropriate pro-forma is to be completed in such circumstances.

All medication containers need to clearly show:-

- pupil's name
- instructions and
- consent from parents
- prescribed dose
- expiry date
- a completed record of administration

Note: only trained staff may administer medication (not pupils)

At the end of the agreed period of medication administration, or expiry date being passed, medicines must be returned to parents – **staff must not dispose of medicines.**

Signed *...M. Wacker...* Head Teacher

Signed *...J. L...* Chair of Governors

Date May 2013

Review May 2015