

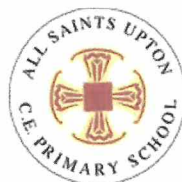


ALL SAINTS UPTON CE PRIMARY SCHOOL
POLICY FOR THE ADMINISTRATION OF MEDICINES

Adopted 2006

bi-annually  -
**Review annually at Autumn Inclusion and
Safeguarding Committee Meeting**

25/1/16 2016 Signed  chair/vice-chair
26/2/18 2018 Signed  chair/vice-chair
2020 Signed..... chair/vice-chair



All Saints Upton C.E. Primary School Policy for the Administration of Medicines

Introduction:

- This document is a statement of our aims, strategies and intentions in relation to the administration of medicines at “All Saints Upton C.E. Primary School”.
- It was developed during the Autumn Term 2006

Administration of Medicine:

“The administration of medicine should be a voluntary role by teaching staff or a designated responsible person”.

(H.B.C.) Health and Safety Guidance for Schools).

Role of the Parent:

Parents “should be encouraged to administer the medicines for themselves..... Where these arrangements are not possible then the Head of the school may choose to have the medicines administered by the school staff,

(H.B.C Health and Safety Guidance for Schools).

Guidance for the administration of medicines in school:

- The school staff should have a request from the parent for the school to administer prescribed medicine to their child. School staff must not administer the first doses of any prescribed medicine. This is the responsibility of the parent. (The proforma in appendix 1 should be used).
- Long term conditions such as: epilepsy, diabetes or asthma should be recorded on the pupil’s file along with instructions by the doctor. A detailed plan should be provided by the PCT as appropriate.
- Medicines should be handed over to the school by a responsible adult.
- Medicines must be in a container marked with a pharmacy label stating the child’s name, the type of medicine and the required dosage.
- Medicines must be kept within a secured area out of the reach of children.
- Each child receiving medication is to have it administered by its own designated person on the school staff. Cover should be arranged in the case of absence.
- The directions of the pharmacy label must be strictly followed.
- Where possible, another member of staff should act as a witness to the administration.
- The school will not be responsible for administering medicines without having had written notification from the parents.

Exceptions:

Inhalers for children with asthma need to be readily available.

Regular injections of children:

The administration of injections by staff is not generally supported, but where a child may face life threatening situations, e.g. diabetes, epilepsy, anaphylactic shock etc. the school will use the “emergency/care plan” provided by the PCT.

Consideration in these circumstances must be given to the reasonableness of the children being able to participate in out of school activities such as educational visits, residential trips etc.