

# St. Edward's Catholic Primary School

*Through God's Grace We Grow and Learn*

## Administration of Medication Policy

This policy was updated in Spring 2021. It was originally developed following consultation with Governors and staff, and with regard to the DFEE Guidelines on the Administration of Medication in schools.

*Adopted*

*Chair of Governors*

- 1) Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises or on teacher led activities taking place off school site. In certain circumstances this may extend to administering medication and/or taking action in an **emergency** – this may be prescribed or non-prescribed medication and in the event of an **emergency** may be given without prior consent of a parent/guardian.
- 2) The law provides protection and scope for staff to do what is reasonable for the purpose of safeguarding or promoting children's welfare but, subject to para. 1 above, there is no legal or contracted duty on school staff to administer or supervise a pupil taking medicine. **Parents/Guardians are always ultimately responsible for their child's medication.** Any staff member who agrees to administer medicine at school/during school activities does so voluntarily and does not assume the responsibility for it. Neither does the Head, the Governors or "school" as a whole accept any responsibility or culpability for the administration of any medication.
- 3) At St. Edward's we will, voluntarily, administer, prescribed medicines, where a parent/guardian has made a written request for us to do so, provided the medicine and provided the dosage (ie. parents should provide the spoon to be used.) Request forms can be obtained from the school office. It is the responsibility of parents and prescribers to liaise effectively with the school and the responsibility of parents to provide the school with full information on a child's medical needs.
- 4) The school/individual staff members reserve the right to refuse to administer prescribed medicines and may do so if, for example, it is judged that a child is infectious or too poorly to be in school. The Headteacher, having due regard to

the Health and Safety of her staff, may refuse any request to administer prescribed medicines, on their behalf.

- 5) The school, in line with DFEE Guidelines, will not administer non-prescribed medicines, such as Calpol, painkillers, cough medicines etc. to any child except in exceptional circumstances, for example where a child has an ongoing medical problem eg. childhood migraines and the administration of medication will allow them to remain in school. Confirmation of any such circumstances must be provided in writing by the child's doctor. The Headteacher will decide if the circumstances are exceptional and her decision is final.
- 6) Pupils must not carry or administer any prescribed or non-prescribed medicines themselves and any such medicines found in their possession will be confiscated.
- 7) Staff will receive regular first aid training and in-house training in the administration of medication/implementation of this policy.
- 8) All prescribed medicines to be given to pupils will be stored in the fridge (in the staff room) if necessary, or in a locked cupboard (in the staff room.)
- 9) When administering medicine staff must check: the pupil's name on the medicine, any written instructions, the dosage and the expiry date. Any medicine found to be out of date will not be administered and the parent will be contacted.
- 10) Wherever possible, the administration of the medication should be witnessed by a second staff member and both staff members should sign the Medicine Record Book. Documentation of all medicine administered must be recorded in this book, which must be a bound book.
- 11) Children who refuse to take their medicine will not be forced to do so and their parent will be contacted.
- 12) Pupils with long term medical needs need to be enabled to access school as much as possible. Where long term medical needs are identified the Headteacher will agree a written Health Plan with the parents/guardians of the child to ensure the Health and Safety of the pupil whilst at school. The information contained in the plan will include any medication that may be administered in school, and will be treated in confidence.

- 13) Pupils with asthma must have inhalers in school; these will be kept by the class teacher, where the child is, so normally will be kept in the classroom. When the child leaves the room to go to PE, or on a school trip, the inhalers must be taken with them. It is the responsibility of parents to ensure that inhalers are in date and clearly labelled with the child's name. A child may administer their own inhaler but will do so in the supervision of an adult, who however assumes no legal responsibility for the administration.
  
- 14) Epipens for children with serious allergies will be kept in a locked cupboard in the staffroom and will remain with/close to the child when they are out of the classroom. Staff training has been provided in the use of epipens and where possible a trained member of staff would administer an epipen, but in the event of an emergency, any staff member may administer an epipen.