

MARLFIELDS NURSERY & PRIMARY SCHOOL ADMINISTRATION OF MEDICINES POLICY

PLEASE NOTE LOG OF MEDICINES NEED TO BE ADDED TO POLICY

1 Introduction

- 1.1 This policy has been drawn up in consultation with consultant community paediatricians in Cheshire and in the County Medical Health and Safety Service, the County's Legal Section and the recognised trade unions and professional associations and headteacher representatives.
- 1.2 No teacher can be required to administer medicines. Any agreement to administer medicine by staff will be on a voluntary basis only
- 1.3 There are two main sets of circumstances in which requests may be made to the headteacher to deal with administering of medicines and they are as follows:
- Cases of chronic illness or long term complaints, such as asthma, diabetes or epilepsy
 - Cases where children are recovering from a short term illness are well enough to return to school but are receiving a course of antibiotics or prescribed cough medicine

2 Assistance from Parents

- 2.1 It is preferable that parents, or an adult nominated by the parent, administer the medicine to their children. Ideally this could be effected by the child going home during a suitable break or by the parent visiting the school.
- 2.2 However if this is not practicable the parent must request and complete the form 'Request for the school to administer medication'.

3 The headteacher responsibility

- 3.1 Each request for medicine is to be considered on its merits. Where it is thought necessary for the medicines to be administered the head teacher is to ensure that the guidelines are followed carefully. Whether agreeing or refusing to administer medicines in school, the head teacher decision will be defensible if it is clear that she has acted reasonably.

4 Guidelines

- 4.1 The school should receive a written request from the parent or carer
- 4.2 Long term illnesses, such as epilepsy or diabetes should be recorded on the child's medical sheet, together with appropriate instructions given by the school nurse.
- 4.3 Where possible the smallest practicable amount should be brought to school by the adult, not the child, and should be delivered personally to the headteacher or nominated member of staff.
- 4.4 Medicines must be clearly labelled with contents, owner's name and dosage and must be kept in a safe and secure place appropriate to the contents and away from children. They must be documented for receipt and dispatch
- 4.5 Only one member of staff at any one time should administer medicines to avoid the risk of double doses

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- 4.6 If a pupil brings to school any medication for which the head teacher has not received written notification the staff of the school will not be held responsible for that medication.
- 4.7 In all cases where following the administration of medication there are concerns regarding the condition of the child, medical advice must be sought immediately.
- 4.8 **Exception** Inhalers for children with asthma need to be readily available. Where children are of sufficient maturity they should be fully responsible themselves for the inhalers and keep them with them at all times. Inhalers should be kept by teachers in a readily accessible place and available for PE.

5 Circumstances requiring special caution

- 5.1 These are
- Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken
 - Where some technical or medical knowledge or expertise is required
 - Where intimate contact is necessary
- 5.2 Intimate or invasive procedures will not be carried out by any member of the staff.
- 5.3 Where technical or medical knowledge is required advice will be sought from the consultant community paediatrician.
- 5.4 Where it is known in advance that a child may be vulnerable to life -threatening circumstances the school will hold the appropriate training for those members of staff required to carry out the particular procedures.

6 Review

Approved May 2008

Review May 2010

MARLFIELDS NURSERY & PRIMARY SCHOOL
REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher

I request that(Full name of Pupil)
be given the following medication(s) while at school:

Name of Medicine

Duration of course

Dose Prescribed

Date Prescribed

Time(s) to be given

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered/collected to the school by myself or the undermentioned responsible adult.

.....

and accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.

Signed: Parent/Guardian

Address:

.....

.....

Date:

Notes to Parents:

- 1 Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
- 2 This agreement will be reviewed on a termly basis.
- 3 The Governors and Headteacher reserve the right to withdraw this service.

LOG OF MEDICINE ADMINISTERED

Date/time	Amount	Notes

