

MARLFIELDS PRIMARY ACADEMY

Administration of Medicines Policy

Policy Author (s)	Mrs S Isherwood
Responsible Committee	Resources
Date discussed at SLT Meeting	
Date discussed at Staff Consultation meeting	
Date reviewed and approved by Committee	
Full Governors Meeting	28 June 2023
Chair of Governors Signature	
Frequency of Review	Review in the light of changes to legislation or operating experiences Or within two years of approved date from Full Governors Meeting
Review Month	March
Academy Website	

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 Principal 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 Principal 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 in full the form 'Parental Agreement for the School to Administer Prescribed Medication'.

3 The Principal 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 Principal is to ensure that the guidelines are followed carefully. Whether agreeing or refusing to administer medicines in school, the Principal's 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 and form completed.
- 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 Principal 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. The medication will only be accepted in its original container with the pharmacy label.
- 4.5 Only one member of staff at any one time should administer medicines to avoid the risk of double doses. The form must be signed with each administration.
- 4.6 If a pupil brings to school any medication for which the Principal 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.