

# *POLICY FOR THE ADMINISTRATION OF MEDICINES*

**In general, school staff cannot legally be required to administer medication or supervise a pupil taking it.**

However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

## **We will:**

- Supervise the administration of prescription and non-prescription medicines during the school day if absolutely necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day).
- Require parents to complete a consent form detailing doses and times.
- Require medicines to be supplied in the original container they were dispensed in.
- Devise Individual Medical Care Plans, with parents, for managing long-term medical needs.
- Store prescribed medication safely.
- Document administration of medication.

## **We will not:**

- Administer any aspirin containing medicine to pupils under the age of 16 unless prescribed by a doctor.
- Permit pupils to carry medication on them in school with the exception of asthma inhalers, epipens and diabetic equipment.

## **We ask parents to help by:**

- Administering medication out of school hours wherever possible.
- Offering to administer medication during the school day themselves.
- Ensuring that medicines are 'in date' and replenished as necessary.
- Collecting medication no longer required.
- Ensuring that current and accurate medical information is passed to Reception.