



### **Introduction:**

Medicine is NOT generally given in school. If a child has a prescribed course of medicine it should be possible for the parent to administer the doses around the school day.

In cases of long-term medication such as asthma, diabetes or anaphylaxia the parent must comply with school policy.

Written information and details will be given by parents and medical sources. The reasons and symptoms of the child's illness will be explained. The smallest dose possible of any medicine will be brought to school. The pupil will be taught by parents as soon as possible how to administer the dose himself or herself. Parents will be asked to sign a consent form and written indemnity to safeguard staff from accusations of negligence.

At all times the aim is to prevent accidents and safeguard all parties involved.

Staff will only administer prescription medicine. Only medicine prescribed to be given 4 times a day will be given. This will only be administered by a named person (Head, Deputy or named first aider). Under no circumstances should staff administer off-the-shelf medicines or home remedies.

Any named child with a long term known medical condition will have a medical care plan and the detail of this will be followed by all concerned.

### **Procedure:**

The medicine will be stored in the First Aid area. Access to this is limited to the people named above.

Should parents request that prescription medication is administered to a child or young person they will be requested to sign a form, giving precise details about the medication. Only on receipt of the form will staff administer medicine.

If the school agrees to dispense the medication arrangements must be made with parents and the child/young person to pass the medication to a member of staff when the child/young person attends each day. The staff member who is given the medication will need to ensure:

- The medicine is in its original container
- Name of medicine
- Means of administration
- The child's name is clearly on the label of the container
- The dosage and frequency of dosage is marked on the label
- The medicine is not out of date

Should any of this information be unavailable the medicine should be returned to the parent.

If the information on the medicine is acceptable and parental consent in writing has been obtained the medicine should be put into the medicine cabinet immediately.

When it is time to administer the medication the member of staff will administer it in the first aid room. The member of staff administering the medication will sign to say that the medication has been administered.

When the child is returned to the care of his or her parents the medication will also be returned to the parents.

### **Refusal to take medicine:**

On occasions a child may refuse to take prescribed medicines. Staff must never force a child young person to take medicine. Staff may gently persuade the child to take the medicine according to the child's age and understanding. However this should not become oppressive and if the child continues to refuse the medication parents/carers should be informed as soon as possible.

The child must never be restrained in order to take medication.

### **Hay fever/allergies**

There are times within the summer when the pollen count is extremely high and some children suffer greatly with hay fever. Parents should give the child preventative medicine at home before coming to school each day.

If following a doctor visits parents wish for an extra hay fever tablet or medicine to be administered this will be done under the full guidelines written above. The staff cannot give a dose greater than that prescribed on the bottle and appropriate to the age group.

### **Young people self-medicating:**

As young people grow older or more mature they should be encouraged to take responsibility for their own medication. In the case of asthma inhalers this is acceptable but all other medicines will fall within the rules above at this school.

### **Training for staff:**

Most medication does not require specific training but some may require training e.g. injections, invasive procedures etc. Staff must never administer medicines of this nature unless they have had specific training. If there is a child with such a need in the school the school nurse will be asked to provide training for staff.

A copy of the first paragraph is printed in the prospectus for all parents to see.