

Discovery Primary School Medicine Policy

Administration of Medication

The Headteacher (or a first aider, office staff) will only administer medicines prescribed by a doctor or on rare occasions Calpol or Nurofen.

Before any medication can be given the [consent form](#) (available in the office) must be completed by the parent or guardian of the pupil and be delivered personally, together with the medicine, to the Headteacher or the individuals above.

The medicine should be in date and clearly labelled with:

1. its contents;
2. the owner's name
3. dosage;
4. the prescribing doctor's name.

The information given on the consent form is requested in confidence, to ensure that the Headteacher and staff mentioned above are fully aware of the medical needs of your child.

While no staff member at Discovery P School can be compelled to give medical treatment to a pupil, it is hoped that the support given through parental consent, the support of the training provided for first aiders encourage individuals to see this as part of the pastoral role. Where such arrangements fail it is the parents' responsibility to make appropriate alternative arrangements.

Training

All school staff involved in the handling and administration of medication shall be appropriately trained with regard to safety, security and administration. The Headteacher will request the provision of training from the school nurse, in the first instance.

Such training shall include instruction in relation to secure methods of handling medication, administration procedures, protective equipment and pupil's confidential files.

A record is kept in the school office of all staff training received, relating to the administration of medication. The records show individual responsibilities and authorisations.

This medication check list is available in the office. It is used when a parent requests the school to administer medication.

All medicines are either stored in the fridge or in the cupboard in the office. All medicines will be collected by an adult at the end of the day. Medicines will not be given to the child to take home.

Medication Checklist

Is the medicine in date?

Its contents.

The owner's name.

Dosage.

The prescribing doctors name.

Two members of staff will be present when medication is given. One member of staff must be either a named first aider or a member of the office staff. Both staff must sign the medical form to state they have given the medicine and more than one person was present.

Policy ratified Spring 2016

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