

1. ADMINISTRATION OF MEDICINES

It is recognized that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the D.f.E.S. to assist pupils with medical needs.

- **Administering medication in school**

The school accepts the need for some pupils to receive medication during school hours. To this extent, the following people will administer medication under the guidelines shown in this procedure.

- **People who are prepared to administer medication**

Members of staff specifically delegated to do so by the Headteacher or Deputy Headteacher themselves. No medication will be accepted without written authorisation from the parent/guardian in advance.

Only medication prescribed by a doctor will be accepted for administration.

The written authorisation must contain clear instructions about the dosage and time of the administration.

A standard form will be issued by the school, or the LEA, for this permission to be given. It will normally contain a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.

Medication will be administered in the presence of another member of staff.

The medication will be stored in a secure place; either the Head's office or the staff room fridge, if it is necessary to keep it cold.

On school trips, the trip leader will be requested to accept responsibility for the administration of medication. If this responsibility is declined and the parent is not attending the trip then no medication will be administered. The parent will receive prior notification.

This medication policy should be brought to the attention of all parents, normally in the school prospectus.

- **Medication not administered by the school.**

The school reserves the right not to administer certain forms of high strength or highly specific medication to pupils at its discretion and following consultation with staff and the N.H.S.

As most medication prescribed today is three times a day, where the parent can therefore administer medication before school, after school and before bed, medication is not therefore required during the school day and in these cases the school reserves the right not to administer.

Note.

Inhalers are normally outside of this procedure and other arrangements are made such as them being stored in the classroom or central location.

In the light of the government's policy of integrating special needs children into mainstream schools, the above procedures may need to be reconsidered as and when necessary and in consultation with the D.f.E.S. Publication "Supporting children with medical needs" and the Disability Act.

