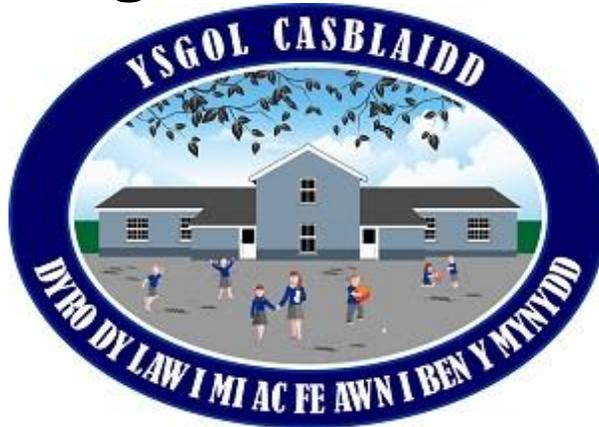


# Ysgol Casblaidd



## POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL

**“Dyros dy law i mi ac fe awn i ben y mynydd.”**

Date of Approval	13.5.17
Review Date	May 2018
Signed	<p><i>W. D. Raymond</i> Headteacher</p> <p><i>[Signature]</i></p> <p>Chair of Governors</p>

## **Introduction**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

## **Prescribed Medicines**

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the school offices. Parents must complete and sign the form supplied by the school with instructions, dosage, timing and other relevant information.

## **Controlled Drugs**

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

## **Non-prescribed Medicines**

Staff should **never** give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from the doctor.

## **Administer Medicine**

Prior to any prescribed medicine being administered by school staff, parents must complete and sign the form supplied by the school with instructions, dosage, timing and other relevant information.

In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded. Pupils should **never** be given non-prescription medicines. **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

## **Administering Medicines**

Normally medicines will be kept under the control of the school office unless other arrangements are made with the parent. The Form **Record of all medicines administered to children by staff** will be kept in the appropriate school office. This must be completed on each occasion that medicine is administered to a child.

When a child refuses medicine the parent should be informed, if practical, the same day.

## **Administration of Medicines on Trips and Visits**

The head teacher will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

**Self-Management of Medicine**

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. epipens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form.

**Children with Long-Term or Complex Medical Needs**

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

**Access to the School's Emergency Procedures**

In the case of an emergency the school's emergency procedures as outlined in the Health and Safety document will be followed.

**Further Information and Guidance**

Further information and guidance are contained within the DfES and Department of Health guidance: Managing Medicines in Schools and Early Years Settings (March 2005).

ARWT