



## The Management of Medication in School

Date	Review Date	School Lead	Nominated Governor
May 17	May 2018	Elaine Parker & Lynsey Forrest	Helen McGee

### Rationale

School will do everything possible to ensure that any child with medical problems is given access to the curriculum and that they receive as full an education as possible. Teachers are not obliged to administer/ supervise pupil's medication. Emergency action may be needed, both in school and on outings. Prime responsibility lies with parent/ carer – main source of information

### Aims

- Assist parents with medical care of their children
- Educate staff & children regarding special medical needs
- Adopt / implement DfES / LEA guidance
- Arrange and update appropriate training for staff willing to support children with medical needs
- When necessary, liaise with medical services in support of children with medical needs
- Ensure access to broad, balanced curriculum
- Maintain appropriate records

### Entitlement

Pupils with medical needs have a right to a full education

Need proper care and support

Staff can consider whether to be involved with a pupil's medical care

having appropriate training working to clear guidelines

legal implications concerns regarding the support of children with medical needs

### d) Expectations

***Staff are not expected to administer medication unless:***

- they agree to do so and appropriate training is sought
- it is essential that it be taken in school hours
- the child is unable to manage his /her own medication
- the pharmacist can dispense the medication in a separate container with the quantity required for use in school (GP's are obliged to duplicate medication for school use)
- the name of the pharmacist and child together with the prescription, date & dosage should be printed on the outside of the container

**ANY MEDICATION THAT IS INCORRECTLY LABELLED CANNOT BE ACCEPTED**

**NO NONE PRESCRIBED MEDICINES WILL BE ADMINISTERED BY SCHOOL STAFF ( INCLUDING ASPIRIN AND IPBROUFEN).**

In the case of anti-biotic treatment it is expected that these should be administered before and after the school session

# St Alban's Primary School



The school will consider each request to administer medication for a pupil with special medical needs, liaising with the School Health Service to seek advice & support.

## Practice

When a parent/ carer requests that we administer medication we will

- Consider whether the school's identified staff are prepared to administer the medication.
- If agreed, a risk assessment will be conducted to determine the necessary Arrangements.
- Work with the parent to set up a Healthcare Plan for the child
- Ensure secure storage for medication in school, accessed only by designated staff and each time it is administered, a record is completed.
- (Children self-medicating i.e. inhalers, parents will need to complete the appropriate plan and children will be expected to maintain a record of use)
- At the end of term or end of treatment, any remaining medication is to be handed over to the parent /carer by the designated person.
- If the parent/carers fails to collect the medication, it will be destroyed and the details of the action taken recorded.
- When treatment is completed, this will be noted on the care plan, and the record retained as a point of reference.
- School leads to attend annual updates with Health and Wellbeing and Safeguarding Support at Newcastle City Council.

**A REGISTER OF PUPILS' MEDICAL NEEDS IS TO BE KEPT  
INDICATING WHETHER A CARE PLAN IS IN PLACE  
ALL INFORMATION IS AVAILABLE TO RELEVANT STAFF**

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	

<b>Date</b>	<b>Review Date</b>
<b>May 2017</b>	<b>May 2018</b>