

Pear Tree Primary School incorporating Pips Before and After School Club



ADMINISTRATION OF MEDICINE

POLICY

Date agreed	November 2021
Date for Review	October 2024 (Or sooner if required)
Head Teacher	Boo Edleston
Chair of Governors	Simon Holden
Signed on behalf of the Governing body by: Name:	Signature: Date:
Signed by on behalf of the School by: Boo Edleston Head Teacher	Signature: Date:

Policy Statement

Regular school attendance is vital for every child and Pear Tree School and Pips Before and After School Club does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. If a child has sickness they should not return to school for 48 hours.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so.
- Where a child suffers from asthma and may need to use an inhaler.
- Where a child has a care plan.

Relationship to other policies and statements of practice

This policy should be considered alongside other pupil welfare policies, including health and safety, asthma policy, safeguarding, supporting pupils with medical needs, and special educational needs.

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. ***This is purely a voluntary role.*** However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.

Parents also have a duty to ensure that appropriate rest and recuperation are provided for their ill children.

We will:

- Administer prescription medicines during the school day if absolutely necessary (i.e. in cases where a child has been prescribed medicine to be taken 3/4 times per day)
- Require parents to complete a consent form detailing doses and times. Medicines should be handed in at the school office – in the original packaging clearly labelled with the dosage and the child's name.
- Store prescribed medication safely
- Document administration of any medication in the children's diary and the class medicines administration book.

- Document any administration or movement from their storage location of any controlled drugs or the 'spare' school epipens or inhalers.

We will not:

- Administer non-prescription medication unless agreed with the Headteacher
- Routinely administer any aspirin or ibuprofen-based medicines unless prescribed by a doctor
- Accept medicines presented by children without a completed "administration" form

Medication and Off-site Activities

- A named member of staff has responsibility for management of medication. This person must be given all the relevant information in writing by the parents. Where this is difficult, a 'phone conversation with school staff must occur. We will not accept medicines presented by pupils.
- For residential visits, parents are asked to give written consent for the use of mild analgesics if required

We ask parents to help by:

- Administering medicines out of school hours wherever possible –three doses per day can be administered before and after school and just before bedtime, so will not be administered in school.
- Offering to administer medication during the school day themselves
- Ensuring that medicines are 'in date' and collecting medication no longer required
- Ensuring that current and accurate medical information is passed to the office

Accidental failure of the agreed procedures

Should a member of staff fail to administer any medication as required they will inform the parents as soon as possible.

Children with infectious diseases

Children with infectious diseases will not be allowed in school until deemed safe by their G.P. and/or the School Nurse or local health authorities.

Children should not have hand gels, lozenges, and cough sweets in school, these should be administered at home.