



Administration of Medicines Policy

Rationale

St. Bede C of E Primary Academy aims to meet the needs of and provide equal opportunities for all pupils by providing a safe environment where staff are aware of children with medical conditions. On entry to St. Bede parents are required to provide information on the cause, symptoms and treatment of their child's condition. This information is then given to the class teacher who will inform other staff, if necessary.

All staff are required to adhere to the following protocol regarding the administration of medicines:

- Non-prescribed medicines are not allowed in school;
- a child may only take prescribed medication if the parent/carer has given written permission and detailed instructions of how it should be administered;
- the parent/carer must provide and deliver the prescribed medication to the appropriate staff member who will ensure it is securely stored in the locked medical cabinet/fridge in the SMT office. The medication must be labelled with the child's name and the date should be checked;
- staff are not legally required to administer any medication and should therefore not undertake this task. The child must be able to self-administer their own medication under the supervision of a designated adult. If this is not possible then their parent must be present to administer;
- where a child has long term or complex medical needs all the staff, including supply staff and non-teaching staff, will be informed if necessary in confidence. Training will be given to designated staff if appropriate;
- if a child forgets to take prescribed medication it is the responsibility of the parent/carer, not the class teacher;
- when on school trips/visits all prescribed medication must be taken, including asthma inhalers, and held by the teacher in charge;
- in an emergency the emergency services will be contacted immediately. If medication has been provided by the parent/carer to be given in an emergency, this should only be administered by a qualified first aider or a specifically trained staff member;
- St. Bede will support any staff acting in good faith for the benefit of a child in an emergency situation.

Parent/Carer Responsibilities

Parents/carers are required to keep their child at home if they are unwell or are taking any medication which cannot be self-administered in school. Parents/carers should aim, if possible, to administer medication out of school hours. The responsibility for the administration of prescribed medication lies solely with the parent/carer. Parents/carers must ensure that contact and medical details are current.

Confidentiality

Staff will ensure that children's medical information remains confidential.

