



## **Administration of Medicines**

### **RESPONSIBILITIES**

#### **Governing Body**

The Governing Body recognises that students may need to take medication in school. The school has a duty of care to students at school and will do all that is reasonably practicable to safeguard and promote welfare.

The Governing Body will take responsibility in principle for the administration of medicines during school time in accordance with the Government's and LA policies and guidelines.

#### **Staff**

The Headteacher will implement this policy and report as required to the Governing Body.

School staff have no legal or contractual duty to administer medicines to learners, or to supervise them taking medication. For those who volunteer, the Governing Body fully indemnifies all staff against claims for any alleged negligence, provided they are acting within their conditions of service and following government guidelines.

#### **Qualified First Aider/Office staff,TA's.**

Specified staff, qualified First Aiders, office staff and Teaching Assistants who volunteer their services for specific duties, will be given training to administer medication.

**All staff are given training in areas where a learner has a specific illness;**

epipen administration

Diabetes

#### **Records**

On admission of a learner to the school, all parents/carers will be required to provide information giving full details of:

Medical conditions .

Allergies .

Regular medication.

Emergency contact numbers .

Name of Doctor .

Special requirements

Parents will be reminded to update records with at least one reminder letter home each academic year.

#### **Administration of Medication**

Any requests for medicine to be administered must come from the parent/carer in writing.

The medication must be in a container as prescribed by the doctor and must have the child's name together with clear instructions.

Medication will generally be administered during break times unless unavoidable.

### **Pain Relievers**

The school will administer pain relief, if the parent has sent pain relief into school with the learner, (paracetamol etc) giving permission to administer as and when required. The pain relievers will be kept in the medicine cupboard with the child's name clearly labelled.

### **Long Term Medical Needs**

Each case will be determined after discussion with the parent/carer and a doctor. The Governing Body reserves the right to discuss the matter with the School Doctor

### **Records**

A file labelled "Medicine's Register" will be kept in the school office along with all medication.

The book will record;

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Name of learner .

Date/time of administration .

Who supervised the administration .

Which medication .

How much was given.