



HARTSBOURNE PRIMARY SCHOOL

Mission statement: Valuing Potential; Creating Opportunities

PRECIS FROM THE MEDICAL CONDITIONS IN SCHOOL POLICY

ADMINISTRATION OF MEDICATION

Hartsbourne Primary school understands the importance of medication being taken as prescribed. All use of medication will be done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child and/or parents.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication (prescribed or otherwise) or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements. **We reserve the right to request parents to return to school and administer the medicine, more especially where this involves over the counter medicines or remedies for non-specific illness. Children must not bring medicine or remedies into school to keep in their school bag.**

For prescribed medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent. (See Appendix 2).

No medication (prescription or otherwise) may be given without this consent. Any pain relief will **not** be administered for non-specific illness, eg coughs and colds but may be administered for a diagnosed condition as part of a health care plan.

Hay fever medication should be given at home as a one-a-day dose wherever possible. Anti-biotics may be administered in school once per day (for a 4 times per day prescription) after the first 24 hours. (This is to give the medicine a chance to start working and for the parent to monitor any adverse reactions or an increase of symptoms).

All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency.

STORAGE OF MEDICATION

Emergency medication will be readily available to pupils who always require it during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys will be readily available and not held personally by members of staff.

The Paediatric First Aider(s) will oversee the correct storage of medication at school and any controlled drugs will be kept in a locked cupboard and only named staff have access. The school administrator checks the expiry dates for all medication stored at school each term and documents the returns to parents.

Parents/carers must ensure that all emergency and non-emergency medication brought in to school is supplied and stored in the original container, clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency and an expiry date of the medication. An emergency inhaler is kept on site.

HOW TO ADMINISTER MEDICATION

1. Parents will sign the consent form in the office.
2. Office check the container is clearly labelled with the child's name and the date of prescription.
3. Office puts medicine in the correct place (eg fridge) and informs teacher and TA.
4. At the correct time, the TA collects the medicine from fridge or locked cupboard.
5. Bring the child to the medical room and check their name against the container.
6. Check the consent form, name and dosage instructions match those on the container.
7. Ask another adult to check the dosage and watch you administer the medicine.
8. Record in the medical book the time and date of administration and sign.
9. Return medication to parent at the end of the day.

If a pupil refuses their medication, staff will record this and report to the person in charge of the school at the time. Parents/carers will be informed of this non-compliance as soon as possible.