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Administration of medicine in school

Dear Parents,

In light of the fact that we have had a lot of illnesses recently, and children requiring medication, this is an updated policy for medicine administration.

Medicines in School

There are two main sets of circumstances under which the school may be asked to deal with the administration of medically prescribed medicines to pupils at school.

These are:

Children with chronic illnesses or long-term conditions such as asthma, diabetes, epilepsy and ADHD.

Children recovering from short-term illnesses but who are receiving a course of prescribed medication e.g., antibiotics etc.

The school is prepared to arrange for the administration of medication to pupils where necessary providing parents adopt the following procedure:

- i) The school is only permitted to administer medicines which have been obtained on prescription or following the advice of a doctor, nurse or pharmacist.
- ii) **Medicines should be brought to school by the parent/carer and delivered personally to the Office.**

Long term medication needs will have been detailed in an Individual Health Care Plan.

For short term situations, a parental consent form should be completed at the time of the request.

Information given will be confidential on a need-to-know basis.

The medicine should be in date and clearly labelled with its contents, pupils name and dosage.

A member of staff will record that medicine has been administered to a pupil.

- iii) The school will ensure that all medication for pupils is safely stored in the locked medicine cabinet, or in the staff room fridge where necessary.

Training in the administration of medicines will be made available to relevant staff members but all staff will have access to information on the underlying medical condition and the need for treatment. There is no requirement or expectation on any member of staff to administer medication.

In some circumstances it may be that a parent is able and willing, or prefers, to visit school and administer medicines to the child in the sorts of circumstances outlined in (i) and (ii) above. All medicines administered, should be recorded on a short-term medicine form and kept securely within school.

I am afraid that we cannot administer Calpol or similar medicines on an adhoc basis anymore due to Health and Safety Regulations.

This policy is in no way intended to make life more difficult and co-operation on this matter will ensure the inclusion and well-being of all our children.

Yours sincerely,
Maura Chamberlain