



Sacred Heart Primary School Administration of Medicines Policy



Administration of Medicines

Many pupils will, at some time in their school careers, need to take medication. For the vast majority this will be a short-term requirement, with pupils simply finishing a course of medication which has been prescribed for them by their family doctor.

Wherever possible, parents/carers are requested to ask for GP prescriptions which can be administered outwith the school day, i.e. in the morning and evening. Where this is not possible, parents can arrange to administer the medicine during school hours.

If medication is to be administered during the course of the school day, parents/carers are required to complete and sign a MED1 form, outlining all relevant information about the medication prior to school staff administering medications on parents' behalf. Please note that staff can only administer medication provided the first dose has been given by a parent/carer and it must be confirmed that the child did not have any adverse reactions.

Medication will be administered by one member of staff and witnessed by a second member of staff. This will be logged on our 'Administration of Medication' Log.

Where pupils have long term medical conditions such as asthma or diabetes, which may require on-going support, this should be fully discussed with the school and a care plan will be created, where appropriate. In certain cases, specific training of staff about a child's treatment may need to be given. In addition, some children have conditions which may require occasional staff intervention, for example, severe allergic conditions such as anaphylaxis.

It is a parental responsibility to inform the school of their child's medical needs. It is important for the school to have sufficient information about a medical condition of any pupil with long term medical needs. The information will be shared with staff on a need-to-know basis, in the best interests of the child.

Storage

All medication for children must have the child's name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and adrenaline pens, will be within easy reach of staff in case of an immediate need. Inhalers will be kept in cotton bags. Any antibiotics requiring refrigeration must be kept in an area inaccessible to children.

All medications must be in their original containers, legible and not tampered with or they will not be given. All prescription medications should have the pharmacist's details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.