

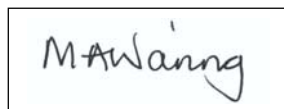


Scalford C of E Primary School

ADMINISTERING MEDICINE IN SCHOOL Policy 2014

Please also refer to First Aid, Asthma, Medical Conditions, Child Protection and Safeguarding Policy

Headteacher Signature:

A rectangular box containing a handwritten signature in black ink that reads "M. A. Wainwright".

Date: 1st December 2014

Approved By Governors: Mr Andrew McAvoy

ADMINISTERING MEDICINE IN SCHOOL

As a general rule school staff cannot administer medicine in school for obvious health and safety reasons.

Children who are taking medication for a set period, antibiotics for example, should be kept at home until the course has finished. If parents feel their child is well enough to come to school then they can either come in to school themselves to administer the medicine or if this is not practicable complete a Medicine Administered to an Individual Child form (only for prescribed medication).

Exceptions

There are exceptions to this of course. If a child has a medical condition which means that they have to take medication all the time, for example a heart condition, cerebral palsy, diabetes to name a few, then named members of staff will administer the medication having had necessary training and a signed consent form from the parents and child's doctor.

If a child has asthma see the asthma policy for guidance.

If a child has an allergy which could put them in danger of anaphylactic shock should they come into contact with the cause of the allergy, for example nuts, then all staff will receive training every year from the school nurse on how to use an epi-pen.

Storage of medicines

All medicine will be kept in a locked cupboard in the office unless it has to be kept in a fridge, in which case it will be kept in the staff room. Children should never be allowed to collect medicine without adult supervision and all staff should be aware of the children who are taking medication on any particular week.

Recording

A book is kept in the office for staff to record the time, date and amount of medicine administered. In the case of use of the epi-pen, a special form must be filled in after the ambulance has been called. County Hall must then be notified by filling in the appropriate form in the office.