



Silverhill Primary School

Policy for Administration of Medicines

Policy No.	S1	Issue date	Review date
		Term 3 2007	Term 3 2009

Cases in which requests may be made to the Headteacher to deal with the administering of medicine at school:

1. Cases of chronic illness or long-term complaints( eg multiple sclerosis)
2. Cases where children are recovering from short-term illness but are well enough to return to school.
3. Possible allergic reactions
4. Some pupils have medical plans completed re - antihistamines and epipens

Wherever practicable, the parent should be the one to administer the medicine, particularly in the case of younger children.

The decision whether or not to allow the administration of medicine at school will be taken by the Headteacher, and should the responsibility be accepted, the following safeguards will apply -

1. A written indemnity must be obtained from the parent in favour of the member of staff involved in administering the medicine. Staff will only supervise the use of inhalers if an Asthma record card has been filled in.
2. The completed form should give clear instructions regarding dosage. Medicine will only be administered if it is required 4 times per day.
3. The medicine should be brought to school preferably by the parent, not the child, and should be delivered personally to the school office.
4. Medicines must be clearly labeled with the contents, owner's name and dosage and must be kept in the First Aid Cupboard.
5. Pupils requiring medication on school trips (sickness pills) must give the medication to the lead teacher.
6. Inhalers will be kept in the classroom either in the child's desk drawer or in a box which will be taken to P.E. or other out of class activities. The child should know where the inhaler is kept and **MUST** be supervised when using it.

Before responsibility is accepted for the administering of medicine at school careful consideration will be given to any special circumstances which may exist in the case of an individual pupil. Examples of these special circumstances include:

1. Where the medicines or tablets are dangerous
2. Where the timing and nature of administration are of vital importance
3. Where serious consequences could result from a member of staff forgetting to administer a dose
4. Where some technical or medical knowledge or expertise is required.

**NOTE:** Under no circumstances should any member of staff administer an injection; these may only be administered by a qualified nurse or doctor. (This does not apply to epipens.)

Only prescribed medicines will be administered in school. Pain killing tablets such as Calpol, aspirin or paracetamol should not be brought and will not be administered by staff.