



St. Cuthbert's Catholic Primary School

Administration of Medicines Policy

Responsibilities of Parents and Carers

Parents and carers have the principal responsibility of administration of medication to their children. It is preferable for medicines to be given at home whenever possible. If medicines are prescribed to be taken three or more times a day, parents should ask the prescribing doctor if medicine can be given outside normal school hours.

Responsibilities of School Staff

School staff have a professional duty to safeguard the health and safety of pupils when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. This does not imply a duty upon the school staff to administer medication.

If it is absolutely necessary that medication has to be given during school hours, then agreement must be sought from the Head Teacher who may authorise the nominated first aider who will administer the medication.

Administration of essential prescribed medication

1. All essential medication (one dose only) should be brought into school by the parent or carer, not the pupil, and should be delivered personally to the nominated first aider.
2. All essential medication should be accompanied by clear, written, signed instructions from the parent/carer. These should include dose, frequency, and duration of course and the date prescribed. These details and the pupil's name should be clearly marked on the container.
3. All essential medication should be kept in a locked First Aid cupboard.
4. Essential medication to be taken orally should be supplied with an individual measuring spoon. Eye drops and ear drops should be supplied with a dropper.
5. Any prescribed inhalers brought into school by young children not yet responsible for their own treatment, should be kept in a secure place that is readily accessible to those children. Key Stage 2 children with prescribed inhalers may keep them in their own drawers, or in the teacher's drawer to be used when needed.
6. If a pupil brings to school any medication for which the Head Teacher has not received written notification, the staff of the school will not be held responsible for that medication.

7. A record will be kept of all medication as it is administered, to include the child's name, the medicine, name of parent, the time given and the name of the administrator.
8. The named first aider prior to each administration of the medication must carry out identification of the pupil and their medication. This means formally identifying the pupil by asking them to state their name.
9. The renewal of any medication that has passed the expiry date must be the responsibility of the parent or carer. Expired medication should be collected from the school by the parent or carer.
10. Where any change in medication occurs, clear written instructions from the parent should be sent to school.
11. All information regarding medication should expire at the end of each term. If the administration of medication is to continue all relevant information must be confirmed in writing at the beginning of the new term.

Summary

No amendments may be made to this policy without discussion with the Head Teacher. This policy is to be reviewed annually in conjunction with the Health and Safety Policy.

Supporting document

Department for Education: 'Supporting pupils at school with medical conditions.'

Department for Health: 'Guidance on the use of salbutamol inhalers in schools'