



Eskdale School

A place of belonging, a place of inspiration

Administration of Medicine Policy

Eskdale School aims:

To develop as a vibrant, dynamic community committed to the principles of "Every Child Matters" so that all of our students

- are safe and healthy
- enjoy and achieve
- make a positive contribution
- experience success so that they are equipped to make their way in the world of work.

Document Status

Date of Policy Adoption by Governing Body: March 2013

Reviewed

March 2019

Next Review

March 2022

C. Watkinson

Signed (Chair of Governors)

RESPONSIBILITIES

Governing Body

The Governing Body recognises that students may need to take medication in school. The school has a duty of care to students at school and will do all that is reasonably practicable to safeguard and promote welfare.

The Governing Body will take responsibilities in principle for the administration of medicines during school time in accordance with the Government's and LA policies and guidelines.

Staff

The Headteacher will implement this policy and report as required to the Governing Body.

School staff have a legal or contractual duty to administer medicines to pupils, or to supervise them taking medication. For those who volunteer, the Governing Body fully indemnifies all staff against claims for any alleged negligence, provided they are acting within their conditions of service and following government guidelines.

Qualified First Aider/Office staff & TA's

Specified staff, qualified First Aiders, office staff and Teaching Assistants who volunteer their services for specific duties, will be given training to administer medication. **All staff are given training in areas where a learner has a specific illness**; EpiPen administration, Diabetes

Records

On admission of a pupil to the school, all parents/carers will be required to provide information giving full details of:

Medical conditions

Allergies

Regular medication

Emergency contact numbers

Name of Doctor

Special requirements

Parents will be reminded to update records with at least one reminder letter home each academic year.

Administration of Medication

Any request for medicine to be administered must come from the parent/carer who must complete a Form Med 1.

The medication must be in a container as prescribed by the doctor and must have the child's name together with clear instructions.

Medication will generally be administered during break times unless unavoidable.

Pain Relievers

The school will administer pain relief, if the parent has sent pain relief into school with the pupil, (paracetamol etc) giving permission to administer as and when required. The pain relievers will be kept in the medicine cupboard with the child's name clearly labelled.

Records

The Form Med 1 is kept with the medication and completed once the pupil takes the required medication.