



Management and Administration of Medicine Policy

Subject Leader – Mr. A Hale

Aims and objectives

This policy and procedures document is designed to allow for the administration of medicines within the school setting. It is designed to inform all parties about the legal and statutory requirements and provide staff with the necessary guidance on the subject.

Statutory guidance to which providers should have regard

The school will should ensure that it has sufficient information about the medical condition of any child with long-term medical needs.

The school will ask parents about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. If the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

Medicines should only be brought to the school when this is essential and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist. It is for the provider to arrange who should administer medicines, either on a voluntary basis or as part of a contract of employment.

The school will keep prescribed medicines in a locked non-portable container (except where storage in a fridge is required) and only named individuals should have access.

A record should be kept for audit and safety purposes of all times when medication is administered.

All medication which is administered in school should already have permission granted from parents and Headteacher (or their nominated Deputy) before it can be administered.

No member of staff will be required to administer medicine if they do not feel comfortable and suitably trained to do so. In a circumstance where this arises, an alternative member of staff who volunteers shall administer the medicine.

If no staff wish to administer medicine then the Headteacher and the Governing Body will make necessary arrangements for 'reasonable adjustment' to be made to ensure that the pupil can access the curriculum.

Date: Reviewed - September 2010