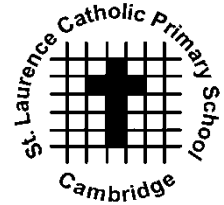


"Through God's grace, a community growing in knowledge and understanding"

St Laurence Catholic Primary School



Administration of Medication Policy

1. Teachers and other school staff in charge of pupils, have a common law duty to act as any reasonably prudent parent would, to ensure that pupils are healthy and safe on the school premises, or when off-site on teacher led activities. In exceptional circumstances, this might involve administering medication and/or take action in an emergency.

2. The law provides protection and scope for staff to do what is reasonable for the purpose of safeguarding or promoting children's welfare, but, subject to para. 1 above, there is no legal or contracted duty on school staff to administer or supervise a pupil self medicating. Parents/carers are ultimately responsible for their child's medication.

3. In light of the extensive resources required for staff training, record keeping and storage to help ensure the safe administration of medication, it is the school's policy that staff do not undertake the administration of medication except in exceptional circumstances or in an emergency. Parents/ carers are required to make their own arrangements for the administration of medication to their children if this is necessary when attending school.

4. The headteacher will have discretion to decide whether or not exceptional circumstances exist such that the school can assist where a pupil requires medication, The headteacher 's decision will be final and any decision to agree the administration of medication will be subject to regular reviews.

5. Pupils with long term medical needs have the same right of admission to school as other children, and it is not the intention that children generally be excluded for such medical reasons. Where long term medical needs are identified, the headteacher will agree a written health plan with the parents/carers of the child, to ensure the health and safety of the pupil whilst at school. The information contained in such a plan must be treated in confidence and used for no other purpose than to support the child in attending school.

6. The above policy, giving clear guidelines on the Governors reluctance for staff to be routinely involved in the administration of medication extends to treatment following accidents or illness at school, except in emergencies.

7. The headteacher shall have regard to the NAHT document "The Administration of Medicines" in ensuring that there are clear procedures concerning the safe storage, handling and disposal of medicines in school, and that appropriate training is provided to relevant staff as necessary.

8. The Governing Body shall ensure that the school maintains insurance policies that provide appropriate cover for staff willing to support pupils with medical needs.

**This Policy was reviewed by the Premises Health & Safety Committee in July 2012
Next review due: July 2015**

Request for the school to administer medication:

The school will not give your child medicine unless you complete and sign this form, and the headteacher has agreed that school staff can administer the medication. Please read and sign the disclaimer printed overleaf

DETAILS OF PUPIL

Surname.. M/F

Forename(s) Date of Birth...../...../.....

Address..... Class.....

.....

.....

Condition or illness.....

MEDICATION

Name / Type of Medication
(as described on the container).....

Date dispensed:

Full Directions for use:

Dosage and method	
Timing	
Special precautions	
Side Effects:	
Self Administration	
Procedures to take in an emergency:	

CONTACT DETAILS

Name of Parent/Carer	
Daytime Phone No.	
Address:	

My child's doctor has prescribed the above medication. I understand that I must deliver the medication personally to an agreed member of staff. I accept that this is a service which the school is not obliged to undertake.

Signature..... Date

Relationship to pupil:

LEGAL DISCLAIMER

I understand that neither the headteacher nor anyone acting on his/her authority, nor the Governing Body, nor Cambridgeshire County Council will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by negligence of the headteacher, the person acting on his/her authority, the Governing Body, or Cambridgeshire County Council, as the case may be.

Signature Date

Relationship to pupil: