

St Gregory's Catholic Middle School
"Living, learning and growing together, with Jesus"



ADMINISTRATION OF MEDICINE POLICY

Reviewed by School
On 1st October 2012

Next due for review on 1st November 2013

ADMINISTRATION OF MEDICINE POLICY

1. The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.
2. Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they acutely unwell and in the case of contagious diseases only return when they are no longer infectious.
3. School **staff are not** legally required to administer medicines to children. Members of staff who **volunteer** to administer medicines must receive the appropriate training.
4. Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not to be administered during the school day.
5. The school will only accept prescribed medicines, provided in the original container as dispensed by a pharmacist, complete with the prescribers instructions for administration and dosage. All medicines will be kept in a locked cabinet in the office. **Parents/carers must complete the Permission to Administer Medicine form before staff can administer the medicine.**
6. Staff should not give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from parents. A child under 16 should never be given aspirin or medicine containing ibuprofen unless prescribed by a doctor.
7. When a child refuses medicine, the parent should be informed, if practical, the same day.
8. Where a child requires medication to be administered on a trip or visit, it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.
9. Where a child has a long term or complex medical need, the school will draw up a health care plan in consultation with parents and relevant health professionals.
10. It is the responsibility of the parent/guardian to check that medication is not out of date, that there is a sufficient quantity in school, that it is renewed as necessary and that any unused supplies are uplifted for disposal.