

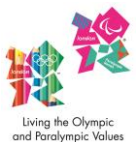


Chorleywood Primary School

Administering Medicines in School Policy

Committee	FGB
Author	School Business Manager
Date of Issue	December 2015
Approved by Governing Body	November 2017
Frequency of Review	Annually
Next review Date	November 2018

Signed..... Position.....



Administering Medicines in School Policy

Policy approved by Governors: November 2017

The Governors have approved our updated Administering Medicines in School Policy. The following are a list of amendments in line with the Department of Health and Department for Education guidelines.

1. No NON-PRESCRIPTION medication will be administered at school.
2. Health Care Plans will be in place for all children with serious ongoing health issues that present barriers to their learning.
 - Inhalers will be kept in boxes within the classrooms for ease of access for pupils and the boxes will be taken outside during lunchtime
 - Storage of the Epi-pens will be agreed on an individual basis as part of the Health Care Plan.
3. Parents are responsible for ensuring that all medication is in date.
4. Every child with a low risk ongoing medical condition will have a Health Care plan completed with the Class Teacher and trained First Aider.
5. Pain killers such as paracetamol / calpol / ibuprofen will not be administered by staff unless they have been prescribed, and must not be brought to school by pupils.
6. Cough/throat sweets, "Tunes" etc. will not be brought to school by pupils.
7. Letters regarding "bumped heads" will be signed by the first aider who has dealt with the child and a copy sent home with the child to notify the parent/carer.
8. Health Care Plans will be in place for all children with serious ongoing health issues that present.

The following information is extracted from our policy;

Where possible medicines should be prescribed in doses which enable it to be taken outside school hours. Parents should be encouraged to ask the prescriber about this. It is also noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime. (Taken from DfES and DoH guidance, March 2005).

Legal Obligation to Administer Medicines

There is no legal obligation that requires school staff to administer medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals.