

St Mary's Bryanston Square School

Administration of Medicines 2010

Purpose

This policy is intended to ensure clarity and consistency in the administration of medicines to pupils and must be read in conjunction with the Medicines section of our Health and Safety Policy.

Agreed Procedures

- No medicine, prescribed or otherwise, will be given under any circumstances by a member of the school staff. The only exceptions to this are the administration (should it be necessary) of asthma medication and the use of an epi-pen with a child who has an epi-pen in school for emergency use. Whole staff training in the use of epi-pens takes place annually.
- Staff will only supervise the administration of prescribed medicines (ie: medicines dispensed with a prescription written by a doctor).
- In circumstances where parents request prescribed medicine to be self-administered under supervision, the following procedures must be observed:
 - A letter requesting the self administration of a prescribed medicine must be provided by the parents.
 - All medicine must be clearly named and have written instructions for its administration
 - Prescribed medicines brought into school will be stored in a secure, pre-arranged location (*usually a filing cabinet in the school office but could be in a classroom if appropriate. However, the location must be indicated on the list of pupils with medicines which is kept in the school office.*)
 - The smallest practical dose should, ideally, be brought to school on a daily basis preferably by the parent.
- Children must not bring any form of non-prescribed medicine or remedy to school for self-administration as there is an inherent risk involved (*eg: Calpol, Paracetamol, etc.*).
- Parents who wish to give their child a medicine (prescribed or otherwise) during the school day may come into school and administer such medicine to their own child.

Is this working?

- Is there consistency about how medicines are stored and administered?
- Are medicines stored securely?
- Are all staff aware of children with epi pens in school and do they know how to use an epi-pen?
- Is the list of children with medical needs up to date and accessible to staff?

This policy does not apply to pupils with a medical or additional need, for whom a designated person (such as an LSA) has been trained to support the child's specific needs.