

Oak Hill C of E Primary School

Policy for Administering Medication

This policy was written in consultation with staff and governors

Agreed by Governors:

Review Date



Pupils who require medication either as a course of treatment, or as part of a diagnosed medical condition, can be given whatever is prescribed by the appropriate medical authority. The exception to this is any medication given to the eyes or ears, e.g. eye drops.

All medication is administered at the discretion of the Head Teacher. The pupil will self-administer the medicine, if possible, at the appropriate time under the supervision of an adult. Otherwise it will normally be administered by office staff, the head, or senior member of staff. It will only be administered provided the child is well enough to be in school.

Staff will not administer medicine to pupils where: -

- a) the timing of the administration is crucial
- b) where some technical or medical knowledge or expertise is required
- c) where intimate contact is necessary

Medication must be kept at the required temperature, as indicated on the label and informed by the parent (e.g. refrigerated). We cannot take responsibility for any medicine left at school at the end of the day, except for medicines specifically left at school in case of emergency e.g. inhalers, Epipen etc

All requests to administer medication must be submitted by completion of the required medication form and disclaimer, which must be signed by the parent/carer.

The school will endeavour to give the medication as close to the time requested as possible, but this cannot be guaranteed.

In the case of pupils requiring inhalers (e.g. asthmatics), medication will be kept in the classroom where it is accessible to the child for self-medication. If your child does need to use an inhaler it is important that the school is notified.

All medicines will be kept in the office or the staff room refrigerator. Epipens and inhalers and non-dangerous medicines, where immediate action is required, will be kept in classrooms or the office as appropriate.

Non-prescribed medicines will not be given. Parents have the right to come to the school and administer medicines and treatments themselves.

Any child on permanent medication will have a medication chart. The person administering the medicine must sign on the request form and state the time it was administered.