

Administration of Medicines

1. Children should not come if they are not well enough to join in normal activities. A few days of resting and recuperation at home, when a child is ill, can save many days of mediocre performance by a pupil in class, and prevent infection of other pupils.
2. The administration of medicines to children is the responsibility of parents.
3. Very few courses of medication are likely to require medicines to be taken during school hours but, if this is required, parents are welcome to come into school at lunchtime to administer such doses.
4. The school staff are under no duty to supervise the administration of general medication to pupils in school. It is agreed by the Headteacher or a nominated representative to take on responsibility, it is purely voluntarily. It is the responsibility of a Senior Leader to oversee the administration of all medication.
5. There are circumstances in which requests may be made to school staff to deal with supervising the administration of **prescribed** medicines to children at school.

These are:

- a) Cases of chronic illness or long-term complaint, such as asthma, diabetes or epilepsy.
- b) Cases where pupils recovering from a short-term illness are well enough to return to school but are receiving a course of prescribed medication such as antibiotics, and parents are unable to administer the medicines themselves at lunchtime. (prescription medicine, which is to be administered 3 times a day, can be administered at home. Prescription medicine which is to be administered 4 times a day can be administered at school).
6. In the above situation, parents should contact the Principal or her nominated representative prior to bringing medication into school.
7. In the event that the medication needs to be administered at school, the following will be observed:
 - a) All prescribed medicine should be in its original container.
 - b) It should be labelled with the child's name together with FORM MED 1, completed and signed by the parent or guardian.
 - c) In the case of inhalers these should be handed to the class teacher/office by the parent together with any information required. All classes will keep their own inhalers for easy access.
 - d) It is the responsibility of the parents to check their child's inhaler is working and is not out of date.

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