



# Emneth Academy

## Administration of Medicines Procedure

1. We feel children should not come if they are not well enough to join in normal activities. A few days 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 medication to pupils in school. If it is agreed by the Headteacher or a nominated representative to take on responsibility it is purely on a voluntary basis. It is the responsibility of a Senior Leader to oversee the administration of all medication.
5. There are some 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 situations parents should contact the Headteacher or her nominated representative prior to bringing medication into school.
7. In the event that the school agrees to supervise/administer medicines, the following will be observed:
  - a) All prescribed medicine should be in its original container.
  - b) It should be labeled 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. KS2 will keep their own inhalers.
  - d) In KS1 inhalers will be kept in the office in an accessible place and taken out on outings and to physical activities.
  - e) It is the responsibility of the parents to check their child's inhaler is working and is not out of date.