



# Delaware Primary Academy

*'Preparing children for the future by inspiring a love of lifelong learning'*

## Administering and storing medication in school Policy

### Introduction

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

### The Role of Staff

Members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training.

The School fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following School's guidelines.

### Prescribed Medicines

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the First Aid room.

### Non-prescribed Medicines

Children in Primary should never be given non-prescription medicines. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

## Administering Medicines

Medicines will be kept in a locked cupboard in the First Aid room. The record of all medicines administered to children by staff will be kept in the appropriate school office. This must be completed on each occasion that medicine is administered to a child.

When a child refuses medicine the parent should be informed, if practical, the same day.

## Administration of Medicines on Trips and Visits

Delaware Primary Academy will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

## Self-Management of Medicine

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. epipens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form Request for child to carry his/her own Medicine (please ask for the form at the main office).

## Children with Long-Term or Complex Medical Needs

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

## Access to the School's Emergency Procedures

In the case of an emergency the school's emergency procedures as outlined in the Health and Safety document will be followed.

## Further Information and Guidance

Further information and guidance are contained within the DfES and Department of Health guidance: Managing Medicines in Schools and Early Years Settings (March 2005).

This policy was adopted on 10/11/2016