



Holyhead

Teach What Matters

Administration of Medicines in School Policy

Review Date: Spring 2021
To Be Reviewed: Spring 2022
Approved: Governors' Finance & General Purposes, Spring 2021
Ratified: Full Governors, Spring 2021
Reviewer: S Laundon

Introduction

The aim of this policy is to effectively support individual children with medical needs and to enable students 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. Students should be kept at home if they are acutely unwell and in the case of contagious diseases or pandemic restrictions such as COVID 19 and only return when they are no longer infectious.

The Role of Staff

Teaching staff are not required to administer medicine to students. Members of staff who volunteer to administer medicines or administer medicines as part of their role within Holyhead School must receive appropriate training.

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

Prescribed Medicines

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

Holyhead 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 prescribers instructions for administration and dosage. All medicine provided by parents will be securely stored in a locked cabinet

Controlled Drugs

Holyhead School will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Students who require a controlled drug must be prescribed one that does not require administration during the school day.

Non-prescribed Medicines

Parents must give written permission to a named member of staff prior to any medicine being administered. Staff should never give non-prescribed medicine e.g. paracetamol to a student.

In such cases only one dose should be given to a student during the school day. Details of the medicine administered must be recorded. A student under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Administering Medicines

Normally medicines will be kept under the control of a First Aider unless other arrangements are made with the parent. 'The Record of Administered medicines to Students' as at appendix 1 will be kept in the First Aid room in a locked cabinet along with the medicines. This must be completed every time that medicine is administered to students.

When a student refuses medicine the parent will be informed, where practical, the same day.

Administration of medicines on Trips and Visits

Holyhead School will make all reasonable adjustments to ensure that students may take a full part in all aspects of the curriculum. Where a student 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

Students are supported and encouraged to take responsibility for managing their own medicines from an early age. Students may carry medicines i.e. epi-pens and carry and administer asthma reliever where appropriate, parents must in these circumstances make Holyhead School aware that this is the case.

Students with Long Term or Complex Medical Needs

Where a student has a long-term or complex medical need Holyhead School will draw up an Individual Healthcare Plan (IHP), as outlined in "Supporting Students with Medical Conditions Policy" and in consultation with parents and relevant health professionals.

Access to the Emergency Procedures

In case of an emergency Holyhead School's emergency procedures are outlined in the Health and Safety Policy will be followed.

