

ADMINISTRATION OF MEDICINES

INTRODUCTION

This policy is intended for staff, parents, governors and any other persons concerned with the administration of medication. It sets out the federation's procedures for administering medication. It does not replace Norfolk County Council's policy on School Peoples Net. Overall responsibility is with the Executive Headteacher. Governors with responsibility monitor.

PROCEDURE

The administration of medicines in school is legally the responsibility of the parent and there is no requirement for the Executive Headteacher or school staff to administer medication during school hours, although The Saints Federation are sympathetic to requests from parents. The school will do its best to help where possible, but there are legal requirements to be followed. **Medicines (of any kind) must be labelled and handed into the school office.**

ANALGESICS

Often children are given medicines for minor ailments such things as colds, headaches and sore throats. Normally it is possible for parents to arrange the timing so that children take medication before and after school. Where this is not possible, advice should be sought from the Executive Headteacher via the school office and a medicine form completed.

PRESCRIBED MEDICATION

Prescribed medicines can be for:

- long term illness such as asthma, diabetes, etc
- short term illness where children are well enough to return to school but are receiving a short course of prescribed drugs.

If possible parents should come to school personally to administer medication. However if this is not possible a medicine form (Appendix 1) from the school office or website should be completed and returned to school.

If permission is not obtained the school will act in "loco parentis".

In the case of children with complex medical needs e.g. anaphylaxis or epilepsy, an individual healthcare plan must be maintained, initiated by the responsible healthcare professional. An adult will be organised to administer medication/care as appropriate.

This policy adheres to Single Equality Status (including Looked After, Special Educational Needs and Gifted and Talented pupils), Health and Safety, Safeguarding and Whistleblowing Policies.

LAST REVIEW: SEPTEMBER 2021

NEXT REVIEW: SEPTEMBER 2023