

# Policy on Administration of Medicines in School



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## ADMINISTRATION OF MEDICINES IN SCHOOL – INFORMATION FOR PARENTS/GUARDIANS

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### **1. Introduction**

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

Parents/Guardians retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Learners 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.

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### **2. The Role of Staff**

Teaching staff are not required to administer medicines to learners. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school must receive appropriate training.

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### **3. Prescribed Medicines**

Medicines should only be brought into school when essential; that is where it would be detrimental to a learner'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/guardians will be securely stored in a locked cabinet in the school office or in the medical room fridge if appropriate. It is the parent/guardian's responsibility to ensure that the medication is within the 'use by' date and to replace medication as necessary.

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#### **4. Controlled Drugs**

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

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#### **5. Non-prescribed Medicines**

Staff should never give non-prescribed medicine e.g. paracetamol to a learner unless there is specific prior written permission from the parents. Parents/Guardians must complete the form, Parental Agreement to Administer Medicine (available as a download on website) prior to any medicine being administered by school staff. Pupils should then take the medication in the main office.

Details of the medicine administered must be recorded. A learner under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

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#### **6. Administering Medicines**

Normally medicines will be kept under the control of the school office/in the medical fridge unless other arrangements are made with the parent/guardian. The Form 'Record of all medicines administered to learners by staff' will be kept in the appropriate school office. This must be completed on each occasion that medicine is administered to a learner.

When a learner refuses medicine the parent/guardian should be informed, if practical, the same day. The parent/guardian may then be required to collect their child from school.

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#### **7. Administration of Medicines on Trips and Visits**

Ysgol Gyfun Gwent Is Coed will make all reasonable adjustments to ensure that learners may take a full part in all aspects of the curriculum. Where a learner 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 and to discuss this with Senior Management. This should be included in the Risk Assessment.

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#### **8. Self-Management of Medicine**

Learners are supported and encouraged to take responsibility for managing their own medicines. Learners may carry medicine e.g. epipens and carry and administer e.g. asthma reliever where appropriate, parents/guardians must in these circumstances complete the form Request for learner to carry his/her own Medicine (available from the school office/on the Website).

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#### **9. Learners with Long-Term or Complex Medical Needs**

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

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#### **10. 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.

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#### **a. Introduction**

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#### **c. Non-prescribed Medicines**

Staff are not able to give non-prescribed medicine e.g. paracetamol to a learner unless there is specific prior written permission from the parents/guardians. Parents/Guardians must complete the form, Parental agreement to administer medicine (available from the school office or website) prior to any medicine being administered by school staff. Details of the medicine administered is recorded.

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#### **d. Administering Medicines**

Normally medicines will be kept under the control of the school office/in the medical fridge unless other arrangements are made with the parent/guardian. When a learner refuses medicine the parent/guardian will be informed, if practical, the same day. The parent/guardian may then be required to collect their child from school.

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Ysgol Gyfun Gwent Is Coed will make all reasonable adjustments to ensure that learners may take a full part in all aspects of the curriculum. Where a learner requires medication to be administered on a trip or visit, it will be the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required. This should be included in the Risk Assessment.

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**f. Self-Management of Medicine**

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