



POLICY ON ADMINISTRATION OF MEDICINES

1. 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. Where possible, parents are asked to administer their children's medicines at home.
2. If the spacing of doses means that prescribed medication needs to be given during the school day and it is not possible to rearrange the timing of this, the child's parent (or another person nominated by the parent) will be asked to come into school to administer the medicine.
3. If the parent is unable to do this and asks the school to administer prescribed medicines, the following procedure will apply:
 - a) The parent must first speak to the Head or other delegated senior leader to request permission for the medicine to be administered by a nominated member of staff. Leaders will ensure they have discussed the issues in Point 2.
 - b) There must be written, signed authority and full instructions about giving the medicine from the parent including storage instructions, the actual dosage required, possible side-effects and confirmation that the medication has been administered without adverse effect to the child in the past.
 - c) Medicines must be in their in-date, original labelled containers as supplied by the doctor or pharmacist. A measuring spoon must accompany the medicine.
 - d) The medicines will be retained in a safe place, out of reach of all children.
 - e) The child's medication must be administered under supervision. It is good practice for one person to agree to administer so the administration is not forgotten or given twice. The form will be dated and signed each time medicine is administered to avoid it being administered twice by mistake.
 - f) Parents are responsible for collecting the medication at the end of each school day. Medicines cannot be given directly to children to either bring in to school or take home. Where parents are not collecting their child at the end of the school day, alternative collection arrangements must be made during the initial discussion with the Head or senior leader.
4. The school will not be able to store or give medicines that have not been prescribed to a child (eg Calpol, Piriton or cough medicines). Parents must make arrangements to come into school if they wish to give their child these medicines.
5. The School will ensure that records are kept (and regularly updated) on specific long term illnesses of individual children (i.e. asthma, diabetes, allergies) and heed all advice provided by the child's medical practitioner or the school doctor.

6. In the case of long term illness, parents must provide written protocols to include any reassurance/dosage/ procedures required. Parents are responsible for ensuring medicines are kept in date and that the school is informed if any changes to protocols/care plans are required.
7. Where inhalers have been prescribed to children with asthma, Health Authorities recommend that the child keeps these to use as and when they think necessary, in a safe, convenient place. They must be where the child can access them and teachers know where they are. They must be named.
8. Parents are responsible for checking that inhalers are in date and not empty. A child will not be allowed on a trip outside the school grounds without their inhalers or required medicine.
9. Where prescribed medicines cannot be administered by a parent or guardian and the medicine is:
 - a) considered dangerous
 - b) has to be administered with critical timing or dosage
 - c) needs technical or medical knowledge or expertise to administer,the Headteacher will exercise special caution before accepting responsibility for the medicine's administration.
In these situations, the Headteacher may refuse a request.

Specially trained staff only must administer injections or be responsible for children with diabetes, or requiring an EpiPen/Jext Pen.

See Appendix 1 for staff trained in first aid.

Appendix 1

FIRST AID CERTIFICATE HOLDERS

Full First Aid Certificates

Expiry Date:

Tina Chamberlain	<i>January 2021</i>
Jacqueline Shooter	<i>Feb 2019</i>
Julie Symonds	<i>March 2021</i>

Emergency First Aid at Work

Carol Cousins	<i>June 2020</i>
Shellie Bailey	<i>June 2020</i>
Charlotte Godfrey	<i>June 2020</i>
Marianne Halls	<i>June 2020</i>
Karen Johnson	<i>May 2021</i>
Beth Hartland	<i>June 2020</i>
Mary Rose	<i>June 2020</i>
Allison Brown	<i>May 2021</i>
Tracy Lloyd	<i>May 2021</i>
Teresa Baker	<i>June 2020</i>
Debbie Webb	<i>June 2020</i>
Christine Harley	<i>February 2019</i>
Debbie Cousins	<i>February 2019</i>
Teresa Draper	<i>May 2021</i>
Rahat Choudhury	<i>February 2019</i>
Sharon Gipp	<i>May 2021</i>
Lucio Poli	<i>May 2021</i>
Carol Cousins	<i>June 2020</i>
Jenny Stanford	<i>June 2020</i>
Tamsyn Hardy	<i>February 2019</i>
Julie Rushmer	<i>February 2019</i>
Beth Hartland	<i>February 2019</i>
Karen Belton	<i>February 2019</i>

Diabetic Trained Staff

Date of Training		
Liz Bassett	Head	October 2015
Shellie Bailey	TA	October 2015
Teresa Baker	TA	October 2015
Dolly Ban	Teacher	October 2015
Karen Belton	Midday	October 2015
Debbie Webb	TA	October 2015
Alison Brown	TA	October 2015
Susan Cornwell	TA	June 2015
Tina Chamberlain	TA	October 2015
Rahat Choudhury	Midday	October 2015
Carol Cousins	TA	October 2015
Debbie Cousins	TA	October 2015
Andrea Fellows	Teacher	October 2015
Deborah Taylor	TA	October 2015
Glynis Geeson	Teacher	October 2015
Charlotte Godfrey	TA	Sept 2018
Marianne Halls	TA	October 2015
Christine Harley	TA	October 2015
Karen Jahnigen	Teacher	October 2015
Karen Johnson	TA	October 2015
Katy Jordan	Teacher	October 2015
Tracey Lloyd	Midday	October 2015
Becky Fretwell	Teacher	October 2015
Steve Preston	Teacher	October 2015
Mary Rose	TA	October 2015
Jacqueline Shooter	TA	Sept 2018
Julie Symonds	TA	October 2015

Asthma, Anaphylaxis & Epilepsy Trained Staff

		Date of Training
Liz Bassett	Head	May 2018
Shellie Bailey	TA	
Teresa Baker	TA	
Dolly Ban	Teacher	
Karen Belton	Midday	
Kim Hambley	Teacher	
Alison Brown	TA	
Tina Chamberlain	TA	
Rahat Choudhury	Midday	
Carol Cousins	TA	
Catherine Pruitt	Teacher	
Debbie Cousins	TA	
Andrea Fellows	Teacher	
Glynis Droniuk	Teacher	
Glynis Geeson	Teacher	
Charlotte Godfrey	TA	
Amy Grant	Teacher	
Marianne Halls	TA	
Christine Harley	TA	
Karen Jahnigen	Teacher	
Karen Johnson	TA	
Christie Jordan	Teacher	
Katy Jordan	Teacher	
Tracey Lloyd	Midday	
Anna McGuinness	SENCo	
Becky Fretwell	Teacher	
Helen Pitt	Teacher	
Ann Pixley	Teacher	
Lucio Poli	Teacher	
Jenny Powell	Teacher	
Steve Preston	Teacher	
Mary Rose	TA	
Fiona Sutcliffe	Teacher	
Kerry Tipping	Teacher	
Jacqueline Shooter	TA	
Julie Symonds	TA	
Ben Killick	Teacher	
Debbie Webb	TA	