



POLICY ON ADMINISTRATION OF PRESCRIBED MEDICINES

1. Prescribed 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.

Appendix 1

FIRST AID CERTIFICATE HOLDERS

Full First Aid Certificates

Expiry Date:

Tina Chamberlain
Jacqueline Shooter
Julie Symonds

April 2018
Feb 2019
March 2018

Emergency First Aid at Work

Susan Cornwell
Carol Cousins
Shellie Bailey
Charlotte Godfrey
Marianne Halls
Karen Johnson
Anya Elcombe
Beth Hartland
Samantha Sizer
Karen Miller
Mary Rose
Sam Prigg
Allison Brown
Tracy Lloyd
Teresa Baker
Kate Abercrombie
Julie Wayman
Debbie Webb
Christine Harley
Debbie Cousins
Sandra Stevens
Teresa Draper
Rahat Choudhury
Sharon Gipp
Amy Grant
Charlotte Challis
Karen Belton

May 2018
October 2017
December 2016
October 2017
October 2017
October 2018
February 2019
February 2019
October 2017
February 2019
October 2017
October 2017
May 2018
May 2018
May 2018
Sept 2017
February 2019
October 2017
February 2019
February 2019
May 2018
May 2018
February 2019
May 2018
October 2017
May 2018
February 2019

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
KarenBelton	Midday	October 2015
Sarah Blakeman	Teacher	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
Peter Firth	Teacher	October 2015
Glynis Geeson	Teacher	October 2015
Charlotte Godfrey	TA	October 2015
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 Partridge	Teacher	October 2015
Steve Preston	Teacher	October 2015
Mary Rose	TA	October 2015
Jacqueline Shooter	TA	October 2015
Julie Symonds	TA	October 2015
Deborah Taylor	TA	January 2015
Bill Tharp	Teacher	October 2015
Julie Wayman	TA	June 2015
Debbie Webb	TA	October 2015
Sandra Stevens	TA	October 2015

Asthma, Anaphylaxis & Epilepsy 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
KarenBelton	Midday	October 2015
Sarah Blakeman	Teacher	October 2015
Alison Brown	TA	October 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
Peter Firth	Teacher	October 2015
Glynis Geeson	Teacher	October 2015
Charlotte Godfrey	TA	October 2015
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 Partridge	Teacher	October 2015
Steve Preston	Teacher	October 2015
Mary Rose	TA	October 2015
Jacqueline Shooter	TA	October 2015
Julie Symonds	TA	October 2015
Bill Tharp	Teacher	October 2015
Debbie Webb	TA	October 2015

