

Pembroke Primary School



Policy for Medical Issues and the Administration of Medication

Pembroke Primary School
Fairfield Road
Chepstow
NP16 5JN

Reviewed January 2025

01291 440920
pembrokeprimary@monmouthshire.gov.uk
www.pembrokeprimaryschool.co.uk
[@pembrokeprimary](https://twitter.com/pembrokeprimary)



Pembroke Primary School



Policy for Medical Issues and the Administration of Medication

Introduction

The aim of this policy is to effectively support individual children with medical needs and to enable pupils 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.

It is the policy of Pembroke Primary School that staff **DO NOT** administer medication to any pupils without the authorisation of the Headteacher.

Employees working under the School Teachers' Terms and Conditions of Employment have no contractual obligation to administer medication. Any agreement to do so can therefore only be a voluntary act. It is possible however, for contractual obligations to be included in the employment of non-teaching staff and training will be provided if required.

Prescribed Medicines

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. 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 will be securely stored in a locked cabinet in the school offices and a 'School Medicine Administration' form is to be completed with staff and parent. Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

Details of the medicine administered must be recorded with the following information;

- medication provided
 - medication administered
 - the name of the person for whom they were supplied.
 - the name and quantity of the drug/medication supplied.
 - the amount administered each time and the amount left each time.
 - the type of medication i.e. tablet/liquid and expiry date.
 - two signatures for each dose of medicine given.
 - two signatures for each time the medications are counted and checked. This is done once a week.
- The second signature is a witness.



Pembroke Primary School



Parental Responsibility

- Parents will be informed of the school's practice through the school handbook and admission meetings that when a pupil becomes unwell at school they will be contacted. To this end, it is vital the school has the relevant emergency contact information on all pupils'. Parents are reminded to update their information if necessary.
- It is the responsibility of the parents/carers to provide medicine that is in date.
- Parents are responsible for the administering of medication to their children. If a child requires medication at a set time during the day, parents should either come into school to assist or send another responsible adult.
- **Staff must not administer any medication to pupils who fall ill during the day.**

Self-Administration of Medication

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. epipens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form Request for child to carry his/her own Medicine and this is to be agreed by the Headteacher .

Asthma Inhalers

Family members will be required to complete and sign a care plan. Parents/carers are required to inform the school of any changes to the information on the form immediately. Parents will be informed that the inhalers are stored securely in the classroom and pupils will have access to them as and when required.

Parents/carers should check inhalers regularly and ensure that there is repeat prescription available.

School staff will supervise all pupils who are required to self-administer with an inhaler on a regular basis. All doses will be checked with all the relevant information and recorded.

Pupils Needing Hospital Treatment

Parents/emergency contacts will be informed immediately. Staff should not use their own transport to take a pupil to hospital, an ambulance should be called immediately. A member of staff should accompany the child to hospital if a parent or relative is not present.



Pembroke Primary School



Non-prescribed medicines

We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Parents/carers are welcome to come into school to administer these medicines to their child.

Staff training

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly. All staff are trained to administer epipens.

Long term medical needs

It is important that school has adequate information about long term medical conditions. A health care plan may be drawn up, involving parents and other health care professionals.

Confidentiality

The head and staff should always treat medical information confidentially. The head should agree with the parent/carers who else should have access to records and other information about a child. Staff training Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly. All staff are trained by the school nurse to administer epipens