

Medicine Policy & Consent Form





Medicine Policy

No member of staff has a contractual obligation to administer medication, supervise a child taking medicine or assist in any treatment of a child that requires medicine.

However, the management and Governing Body have agreed that any willing member of staff can administer medication with the supervision of another member of staff when it is impossible for the dosage to be given outside the school day.

Staff will be covered under the school's liability insurance.

Medication will only be administered after a written agreement has been signed by the parents (See overleaf)

Prior to administering medication staff will check:

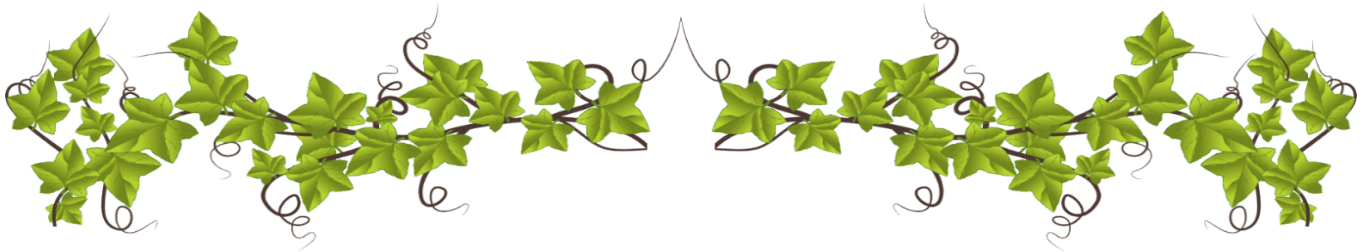
- The pupil's name
- The written instructions provided by a doctor for prescribed medication including times and dosage or for non-prescribed medications, parental instruction documented on the next page.
- The expiry date of the medicine

If staff are in doubt about any of these aspects the medicine will not be administered. A written record will be kept of the dosage given, when and by whom.

All medicine must be handed in to the school office and will then be kept locked and out of reach of children. No child will be allowed to keep their own medicine except inhalers and epi pens which may be kept in the classroom under the supervision of the class teacher to be administered by the child. A written disclaimer must be signed by parents for the safe use of inhalers.

Children who have a chronic medical condition will have a personal medical plan drawn up in consultation with parents, medical staff and teaching staff. The plan will clearly outline any procedures and specific requirements which may differ from the general policy.

On residential and educational visits, inhalers will be collected by the party leader and given to children as required. All medicines taken on residential visits will be recorded, collected and securely stored by the party leader and administered by the party leader as prescribed.



**PARENTAL PERMISSION FOR THE ADMINISTRATION
OF MEDICATION DURING SCHOOL HOURS**

Please ensure you have read the policy (see over) to this disclaimer prior to signing.

We understand that you have been given medical advice about your child which requires the administration of medicine during the school day.

Neither the management nor the local authority will be held liable for any injury or death arising directly or indirectly from or out of the administration of the prescribed medication by staff.

Any deterioration in the child's health will be immediately reported to the head teacher to enable parents to be contacted.

I agree to be continually accessible by phone during the period of administration and in an emergency can be contacted on:

Tel: _____

I agree to collect the medicine at the end of the school day as school is unable to dispose of any medicines.

I fully acknowledge the above. *Yes /* No
(*Delete as necessary)

Name of medicine: _____

Dosage: _____ ml to be given at: _____

In the case of inhalers, state when the inhaler is to be used:

Pupil name: _____ Class: _____

Signed: Parent/Carer: _____ Date: _____

