



## **NEWBOLD SCHOOL**

### **Administration of Medicines in School**

A child who is unwell and unfit to attend school should normally be kept at home by the parent/carer until fully recovered. In some circumstances, the headteacher may feel that children are not well enough to be in school and will arrange for their return home, having first made contact with the child's parent/carer.

It is each parent/carer's responsibility to ensure that their child is fit to attend school, and any medication required whilst the child is at school should ideally be administered by the parent/carer.

Very few medicines need to be taken four times a day. In most cases, final doses of medicines, eg antibiotics, can be given before the child leaves home for school and immediately on their return from school, so that a consistently high level of the medication is maintained in the bloodstream throughout the day. The same principle can also be applied to medications such as creams for conjunctivitis etc.

A problem may arise where the parent cannot administer the dosage, if it must be taken in school time or the child has a chronic need of medication. There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role. No member of staff should administer any medications unless they have received proper training.

No pupil should be given medication without written parental consent. (Please use attached Medical Form.) Any member of staff giving medicine to a pupil should check:

- 1 Pupil's name
- 2 Written instruction provided by parents or doctor
- 3 Prescribed dose

#### 4 Expiry date

If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking action.

Staff will complete and sign a record card each time they give medication to a pupil. The dosage and administration should be witnessed by a second adult.

Review Date: 22.12.2009

Signature: (P J Eastwood)

Position: Acting Headteacher