



GARRICK GREEN INFANT SCHOOL

APPENDIX 1 - ADMINISTERING MEDICINES

We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

Medicines will only be administered that have been prescribed by a doctor or some other authorised person and where it would be detrimental to a child's health if the medicine were not administered during the day. Parents/carers can make arrangements with staff for non-prescription medicines such as Calpol to be administered to their child or can come to school and administer it themselves.

Aims

- To outline the procedures for administering medicines to pupils.

Procedure

Role of the Designated Person/s	<ul style="list-style-type: none"> • Members of the school personnel who have volunteered to administer or supervise the taking of medication will: <ul style="list-style-type: none"> ▪ undertake appropriate training; ▪ be up to date with the Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or epipens.
Role of Parents/Carers	<ul style="list-style-type: none"> • Parents/carers must provide: <ul style="list-style-type: none"> ▪ written permission by completing the Medication Consent Form; ▪ sufficient medical information on their child's medical condition; ▪ the medication in its original named and labeled container; ▪ sufficient medicine for the dosage to be given in school.

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Administration of Prescribed Medicines	<ul style="list-style-type: none"> ▪ Members of the school personnel who have volunteered to administer or supervise the taking of medication will: <ul style="list-style-type: none"> ▪ be aware of Care Plans and of symptoms which may require emergency action; ▪ read and check the Medical Consent Forms before administering or supervising the taking of medicines; ▪ check that the medication belongs to the named pupil; ▪ check that the medication is within the expiry date; ▪ inform the parent if the medication has reached its expiry date; ▪ confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage; ▪ record on the medication record all relevant details of when medication was given and ask another member of staff to witness and sign that medication has been given; ▪ return medications to the fridge for storage; ▪ always take appropriate hygiene precautions; ▪ record when a child refuses to take medication; ▪ immediately inform the parent/carer of this refusal.
Medication Record	<ul style="list-style-type: none"> • The following information must be supplied by the parent/carer: <ul style="list-style-type: none"> ▪ Name and date of birth of the child ▪ Name and contact details of the parent/carer ▪ Name and contact details of GP (on record card) ▪ Name of medicines ▪ Details of prescribed dosage ▪ Consent given by parent/carer for staff to administer medication
Security	<ul style="list-style-type: none"> • All medications will be kept in a secure place and accessible only to the designated persons. • The staffroom fridge will be used for medications that need to be kept cool.
Educational Visits	<ul style="list-style-type: none"> • On educational visits a designated person will also attend in order to administer medications.
Sporting Activities	<ul style="list-style-type: none"> • We will ensure that pupils have immediate access to asthma inhalers during sporting activities in the school day and during extra-curricular clubs.