



Synergy Schools Policy for Administering Medicines

Aims

- To support regular attendance of all pupils.
- To ensure staff understand their roles and responsibilities in administering medicines.
- To ensure parents understand their responsibilities in respect of their children's medical needs.
- To ensure medicines are stored and administered safely.

Introduction

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed on to others; children should remain at home to be cared for and looked after. The federation is committed to ensuring that children may return to school as soon as possible after an illness (subject to the health and safety of the school community), and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

Prescription Medicines

- Medicines should only be brought to school when essential; where it would be detrimental to the child's health if the medicine were not administered during the school day.
- All medicines should be taken directly to the school office by a responsible adult.
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
- The medicine should be clearly marked with the child's name and class number.
- The appropriate dosage spoon should be included with all medicines sent to school.
- Any medicine administered will be recorded by the staff member in the Medication Book in the School Office.
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent of carer.



Non-prescription Medicines

- We will also administer non-prescription medicines if necessary.
- They must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above.
- They should be clearly marked with the child's name and class number.
- Children must not carry medicines themselves for self-administration during the day.
- The medicine must be collected from the office and taken under the supervision of an adult.
- Any non-prescription medicine administered will also be recorded in the Medication Book in the School Office.
- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a child should be at home.
- We do not allow cough sweets in school.

Roles and responsibilities of school staff

Staff at Synergy Schools are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children who self-administer. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so. All medicines are stored securely in the office with access only for staff; with the exception of asthma medication which may be kept in the respective child's classroom in an appropriate, secure place. Staff must complete the Medication Book kept in the office each time medicine is administered. Relevant staff will be trained annually on how to administer Epipens should there be a child in the school who uses one.

Parents'/carers' responsibilities

In most cases, parents/carers will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the school office before a medicine can be administered by staff. Primary school children may be able to manage their own medication, under adult supervision, but again this should only be with parental agreement given through the appropriate paperwork as above. Parents are responsible for ensuring that all medication kept in school e.g. asthma inhalers, Epipens, are within date. Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is no longer deemed to be asthmatic.



Long-term and complex needs

Where a child has a significant or complex health needs parents/carers should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals. Please refer to our 'Supporting Pupils with Medical Conditions' policy.

Storage of medicines

The school is responsible for ensuring that all medicines are stored safely.

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration.
- Medicines should be stored in the school office under adult supervision, or in classrooms in the case of asthma inhalers.
- No medicine is kept in a locked cupboard to ensure swift and easy access.
- Where medicines need to be refrigerated they will be kept in the office fridge. Children will be informed where their own medicines are stored.

Managing medicines on school trips

All staff supervising visits should be aware of any medical needs, medicine to be administered and the relevant emergency procedures. On school visits teachers are responsible for taking any relevant medications with them. Any administration of medicine may be recorded in the Medicine Book on return to school.

Medication refusal

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed.

Staff refusal

While no member of staff can be compelled to give medical treatment to a pupil, it is hoped that through the support of parental consent, they will be encouraged to regard it as part of their pastoral role. Where such arrangements fail it is the parents' responsibility to make appropriate alternative arrangements in conjunction with the school.

This policy was reviewed in October 2019