

Botley School

Administration of Medicines to Children Policy-Sept 2016

Purpose: To provide guidance to staff, Governors and Parents/Carers in respect of a procedure for dealing with the administration of prescription medicines on a short term basis.

General Principles:

- i. Teachers nor non teaching staff have neither a legal nor contractual duty to administer medicines or provide health treatment
- ii. Legal responsibilities under The Health and Safety at work act remain those of the employer (the L.A.)
- iii. Pupils with long term medical needs will not be discriminated against, each case will be treated on an individual basis, to suit the needs of the child.

Notes for Parents:

- The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the Parent
- The child's own doctor is the person best placed to advise whether a child should or should not be in school
- The school will consider requests made by Parents/Carers in respect of the administration of medicines when:

A child suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy.

A child is recovering from a short term illness but requires a course of antibiotics, cough medicines etc... that have been prescribed by a doctor.

The school has received a written request from a Parent/Carer giving the instructions regarding the required dosage (see request form)

The request form (attached) must be used whenever a Parent/Carer wishes medication to be administered and must be re-submitted before medication can be given.

The medicine in the smallest practicable amount must be brought to school by the Parent (under no circumstances the child) and must be delivered personally to either the office staff or headteacher.

Medicines will be administered by a member of staff according to the dosage instruction provided by the Parent/Carer

The school will not be held responsible for failure to administer medication.

All medicines must be clearly labelled with owner's name, dosage and contents.

If the school has concerns about the nature of given medication, it reserves the right to refuse their administration. Parents will be advised of this immediately and will be consulted on alternative arrangements

Approved by Governors on 14.9.16

PARENTAL REQUEST FOR ADMINISTRATION OF MEDICINE

CHILD'S NAME: _____

KEY PERSON/CLASS TEACHER: _____

THE MEDICINE

Name of medication	Duration of course	Dosage prescribed	Date prescribed	Times to be given	Completed (school)

CONTACT INFORMATION

First Contact:		Second contact:	
Home telephone:		Home telephone:	
Work telephone:		Work telephone:	
Mobile:		Mobile:	

DOCTOR'S INFORMATION:

Name:	
Surgery Address:	
Surgery telephone:	

PARENTS

I clearly understand and accept that:

- The above medicine must be delivered to the school personally by an adult
- The responsibility for advising the school of changes in dosage remains mine
- The parent will be responsible for collecting any medication each night after school
- The school is under no obligation to administer medicines
- Medicines will not be administered unless this form is fully completed and resubmitted prior to need

Signed: _____ (Parent / Carer)

