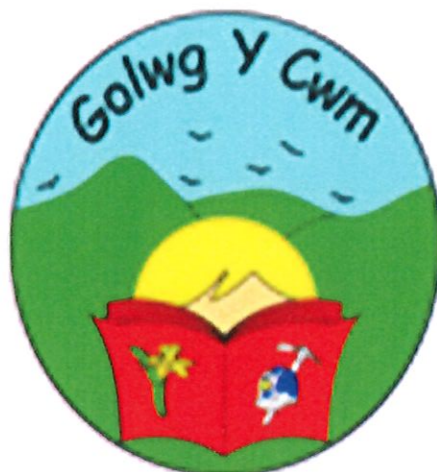
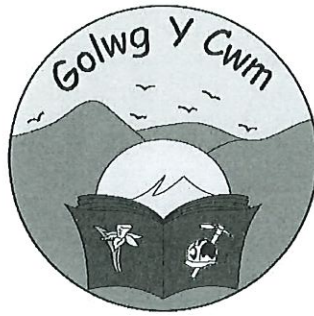


YSGOL GOLWG Y CWM



Administering medication Policy

Date	December 2023
Review Date	



YSGOL GOLWG Y CWM

Administration of Medication POLICY

Medication Policy

ADMINISTRATION OF MEDICINES IN SCHOOL* (See Section 11 of the Powys Health and safety Handbook)

1.Introduction:

The governing body recognises that many pupils will at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and the governing body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

2. Responsibilities:

2.1 The governing body takes responsibility for the administration of medicines during school time in accordance with the government's and LEA's policies and guidelines.

2.2 The Head will implement this policy and report as required to the governing body.

2.4 Every member of staff is expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. The governing body does not require staff to administer medication.

2.5 However, some specified staff (eg PE and games staff, or staff taking educational visits) who volunteer their services, will be given training to administer first aid and/or medication to pupils.

3. Staff Indemnity

3.1 The LA fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following governing body guidelines.

3.2 The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The LA will meet any claims in these circumstances.

4. Action

4.1 Pupil Admissions

On admission of the pupil to the school, all parents will be required to provide information giving full details of: - medical conditions – allergies

At the beginning of each academic year all parents will be required to up-date the medical form.

4.2 Administration of the Medication

The school expects that normally parents will administer medication to their children. Any requests for medicine to be administered must come from a parent in writing on the school's Request to Administer Medication Form', and each request will be considered on an individual basis.

The Form will include

- name of parent and contact number
- name of child and class
- name of medicine
- name of doctor who prescribed it, and contact details
- how much to give
- how it should be kept and stored
- how it is to be administered
- when to be given
- any other instructions

The form will be signed and dated by a parent or someone with parental control. A separate form must be completed for each medicine to be administered. Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Head teacher what can be done in the school, before the Headteacher makes a decision.

The Head (or person authorised by the Head) will decide whether any medication will be administered in school, and by whom. In appropriate cases the Head and parents in consultation with anyone else the Headteacher deems necessary will draw up a healthcare plan. The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the pupil is required and able to administer his/her own medicine (eg inhaler for asthma) the designated member of staff will check that the pupil fully understands what has to be done, and will supervise the administration.

Normally the medication will be kept in the medicine cabinet located in the main office.

Normally the administration of medication will only be done in school at the following times: - immediately before school - breaks and lunchtime.

The school will not allow in any circumstances the administration of non-prescription medicines in school. This includes cough sweets and lozenges, and painkillers.

4.3 Intimate or Invasive Treatment

The school will not normally allow these to take place in school, but in exceptional circumstances the head is authorised to agree to it. Two adults must be present when these take place, at least one of whom must be of the same gender as the pupil.

4.4 Long-term Medical Needs

The governing body and Head will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The governing body also reserves the right to discuss the matter with the LA's (school's) medical adviser.

5. Records

The school form 'Administration of Medication Record' must be completed in every instance. It will be kept in the school office. The form will record: - name of the pupil - date and time of the administration - who supervised the administration - which medication - how much was given - a note of any side-effects. The school will ensure that the medical record form is filled in and checked regularly.

6. Training

The governing body is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

7. Monitoring and Review

The Head will be responsible for monitoring the implementation of the policy, and reporting annually to the Pupil Wellbeing and Inclusion Committee of the governing body. Where necessary, amendments will be made as a result of this process

Head teacher ___Judith Hickey_____

Chair of Governors_ Cllr Huw Williams 

Date ___December 6th 2023_____

Date for review ___December 2024_____

