

**St. Peter's C.E. Primary School**  
**Birley St, Newton-le-Willows WA12 9UR**



**Policy on Medicines in School**

**Adopted Summer 2016**

**To Be Reviewed Summer 2019**

**Aim**

To establish a framework for the safe administration of medicines in school.

Governors have a safeguarding duty for all members of our school community. This policy has been in place for several years and re-adopted annually to protect staff and pupils.

**Overall considerations**

The administration of medicine is the responsibility of parents and carers. Schools are extremely busy places. School staff unions will not allow responsibility for the administration of medication to be put on school staff. In exceptional cases a pupil can bring medication into school if the medication is for a long term condition (e.g. asthma) and the pupil can self-administer with adult supervision, however it is the responsibility of the pupil or the parent/carer to remember to administer the medication. Parents/carers are welcomed into school at any time during the school day to administer any necessary medication to their child.

1. The school must be informed if a child brings any medication into school.
2. Parents must complete a form of consent for the pupil to self-administer medicines/treatment on the school site.
3. Only medicines and treatments prescribed by a doctor and accompanied by a written instruction from the parent or doctor will be accepted.
4. The instruction, which can be made on the school's consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.

5. The school will encourage children to take responsibility for their own medical care under the supervision of either the office staff or of an appropriate teaching assistant. This may cover self-administration of prescribed medicines which need to be taken four or more times per day, using an inhaler or giving their own injection.
6. School staff will not be required to administer medicines except in exceptional circumstances (see 3<sup>rd</sup> bullet point on next page).

### **General principles**

- Children suffering from short-term ailments, who are clearly unwell, should not be in school and we reserve the right to ask parents to keep them at home, in their own best interests and that of other pupils and staff.
- In line with Local Authority guidance, pupils suffering with diarrhoea and/or vomiting should not attend school for a minimum of 48 hours since the last episode.
- Should a child fall ill whilst at school, parents or carers will be contacted and asked to take them home.
- Children with chronic illness or disability, who need to take prescribed medicines during school hours, will be supported in this and helped to lead as normal and happy life at school as possible. Where medicine is prescribed for three (or less) occasions per day, this should not be brought into school as it can be taken before and after school and before going to bed.
- The school has a general duty of care towards its pupils. To enable staff to react promptly and reasonably if a child is suddenly taken ill the governing body has adopted the guidelines and procedures recommended by the LA.

### **Review**

Both this policy and the associated guidelines will be reviewed annually or as necessary.