



# Newbold School

## Administration of Medicines in School

*Reviewed September 2023 by J Crissey and M Jennings*

*To be ratified by Newbold School Board of Governors Autumn Term 2023*

*Next Review: September 2026*

### **Basic rule: If a child is clearly unfit to be at school, keep them at home.**

A child who is unwell and unfit to attend school should be kept at home by the parent/carer until he/she has fully recovered. In some circumstances, if a child is taken ill during the school day, the headteacher/teacher may feel that the child is not well enough to be in school; in such cases his/her parent/carer will be contacted by a member of staff to arrange for the child to be taken home. It is the duty of the provider to prevent the spread of infection and take appropriate action if children are ill. Therefore, if the school calls parents to collect their child, they must do so immediately, or make arrangements with a designated person who can pick up for them (NB, the school must be informed of any person designated by parents to pick children up). All contact numbers must be up to date and the office informed of any changes.

It is the responsibility of each parent/carer to ensure that their child is fit to attend school. If your child requires or has taken any fever/pain medication at home - do not send them to school.

### **Administering prescribed medicines during school hours**

No member of staff should administer any medications unless they have received proper training. There is no legal or contractual duty for school staff to administer medicine or supervise a pupil taking it. This is a voluntary role. Only medicines prescribed by a doctor with the child's name on the label will be permitted in school (at the school's discretion). Parents must sign an authorisation form.

Very few medicines need to be taken four times a day. In most cases doses of medicines, e.g. antibiotics, can be given before the child leaves home to come to school and immediately on their return from school, so that a consistently high level of the medication is maintained in the bloodstream throughout the day. The same principle can also be applied to medications such as creams.

In exceptional cases, a child might need medicine during the school day. Medicines must not be administered unless they have been prescribed for the child by a doctor, dentist or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

If a child has been prescribed antibiotics, they must remain at home for 48 hours after the first dose. This is to ensure the child does not have an allergic reaction to the medicine whilst at school.

### **Parental consent for medication**

No pupil should be given medication without **written** parental consent. (Please use Medical Form stored in Staff Common / Templates / Medical) Any member of staff giving medicine to a pupil should check:

- 1 Pupil's name is on all prescribed medications.
- 2 Written instruction provided by parents or doctor
- 3 Prescribed dose
- 4 Expiry date
- 5 Medication is not to control fever/pain

If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking action. Staff will not administer prescribed medicines if the child's name is not on the box/bottle and if any other details do not match.

Staff will complete and sign a record card each time they give medication to a pupil. The dosage and administration should be witnessed by a second adult and reported to parents on the same day.

Training must be provided for staff where the administration of medicine requires technical or medical knowledge.

Parents have an obligation to provide information about a child's long term need for medication and this information should be regularly updated.

### **EpiPens and Inhalers**

The school secretary (Mrs Gungadoo) will give the lead first aiders (Mrs McCormac and Mrs Murphy) a list of pupils in school who require epi-pens and inhalers to be kept in school. This information will be taken from parents at the beginning of the year and with all new admissions. The lead first aiders will ensure that these items are kept in school with easy access for when they are needed. They will also check that these medicines are kept up to date and remind parents to replace them as they near their end of use date.

Teachers will be responsible for directing their class assistants to ensure that these medicines are brought in for the relevant children on off-site trips.

Parents are responsible for informing the school of their child's needs and for any changes to those needs, and for asking for the medicine back when collecting their child. Staff cannot be held responsible for remembering to return the medication at the end of the school day.