

# **HOLY TRINITY PEWLEY DOWN ADMINISTRATION OF MEDICINE POLICY**

## **Rationale**

Children who are generally unwell should not be in school and should not return until they are fit to participate in the curriculum as normal.

For pupils with a chronic illness, or more permanent medical condition, the school will do all it reasonably can to enable them to lead as normal and happy life at school as possible. This may involve treatment, special care, or the administration of prescribed medicines.

## **Aims**

- To ensure efficient and effective procedures that will support the health needs of all pupils.
- To clarify the responsibilities for the medical care of pupils

## **Practice**

Parents are asked to provide us with sufficient information about their children's medical condition and keep us informed of any new or changing needs.

Children who become unwell at school will never be sent home unaccompanied. Contact is always made with parents or someone nominated by them that we can contact in an emergency.

Administration of medicines is the responsibility of parents. However, in particular cases (where it is to be taken 3 or 4 times each day, for example) upon the agreement of the Headteacher, our trained first-aider will undertake this. Parents must complete an agreement form if they wish the school to administer medication.

All medication is kept in the medical room excepting any that needs to be stored under cool conditions. This is kept, clearly labelled, in the refrigerator in the staff room.

Medicines for general use are not kept on the school premises. The school will not accept responsibility for any non-prescribed medicine.

Occasionally, pupils attend school who need regular medication throughout their lives. Staff will be consulted and receive any information and training necessary before the child begins school.

All staff receive training in the use of 'Epi pens' kept in school for those with acute allergies.

Date:            October 2010  
Review:         October 2012

