



## **MEDICINE ADMINISTRATION POLICY**

### **Introduction**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

### **The Role of Staff**

All teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within the school must receive appropriate training.

The School Board fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following the School Board's guidelines.

### **Prescribed Medicines**

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber, or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet in the school's sick bay.

### **Non-prescribed Medicines**

Staff should **never** give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from the parents. Parents must complete the **Medicine Administration Form** prior to any medication being administered by school staff.

In such cases, only one dose should be given to a child during the day. Details of the medicine administered must be recorded. Children in the Early Years Department should **never** be given non-prescription medicines. **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

## *Medicine Administration Policy and Procedure*



### **Administering Medicine**

All medicines will be kept under the control of the school nurse unless other arrangements are made with the parent. The Form **Record of all medicines administered to children by staff** will be kept in the Medicine Administration file in the File Cabinet in the Head of Admin's Office. This must be completed on each occasion that medicine is administered to a child. When a child refuses medicine the parent should be informed the same day.

### **Administration of Medicines on Trips and Visits**

OIBS will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organizer to assess the practicalities of administering such medicine as is required.

### **Self-Management of Medicine**

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g., Epi Pens, and administer e.g. asthma reliever where appropriate in the presence of the School Nurse, parents must in these circumstances complete the form Request for the child to carry his/her own Medicine.

### **Children with Long-Term or Complex Medical Needs**

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.

A handwritten signature in blue ink, appearing to read 'Barakah Saleh Mutallab'.

**BARAKAH SALEH MUTALLAB**

*School Director*