



Barlaston C.E. (VC) First School

“Let Your Light Shine” Matthew 5:16

Administration of Medicine Policy

Our Vision Statement

Let your light shine through family, friendship and faith.

Our Spirituality Vision

Spirituality is an ever changing journey through life, connecting each individual with something bigger than themselves.

Equality Statement

The school is committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

Dyslexia Statement

To ensure that children on the dyslexic spectrum have equal opportunities and that their diverse strengths are celebrated and built on.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

We have chosen to follow the county policy guidelines that are stated below.

- Children have the right to be educated and should not be excluded purely as a result of requiring medication, personal care or medical treatments/ therapies.
- Participation in the administration of medicines, etc in schools is on a voluntary basis.
- However, under the Disability Equality Scheme, schools have a duty to make provision for disabled pupils to ensure they access the school curriculum.
- The County fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, have received adequate training the administration of medicine, personal care and medical treatments/ therapies fall within this indemnity.
- For pupils who require individual specialised treatment a clear individual care plan MUST be available.
- Schools must liaise with parents to ensure this plan is in place.
- Treatment plans should be prepared by the Doctor responsible for the management and prescription of treatment and shared with the parent/ guardian and child's GP.
- The School Health Service should provide a support role and training to ensure the care plan is understood and implemented.
- Under no circumstances should school staff provide any medical care or treatment until a care plan has been agreed by the school.
- The provision of medical care/treatment will not be available for extra-curricular activities, school clubs etc.
- Educational visits require special attention and pre-planning and may need a separate plan involving the support of other agencies.

- Care plans should contain
- Background
- Details of treatments and who will carry them out
- Emergency procedures
- Agreement----- School
 - Parent
 - Chair of Governors

The following guidance is specific to Barlaston First School

Consent Form

- Parents of children who have been prescribed medicine to be taken 3 times a day, are discouraged from bringing medicine into school for administration. Medicine could be given before school, straight after school and before bed.
- Parents of children who have been prescribed medicine to be taken 4 times a day, are asked to complete a consent form provided by the office.
- We would ask parents to consider if their child was well enough to be in school, should they be in need of prescribed medicine 4 times a day
- It is essential that a consent form is completed in order for the medicine to be given by staff to the child concerned.

Storage of Medicine

- We require any medicine to be in named bottle, dated, with prescribed amount on it and a measuring spoon.
- Medicine will be stored in the fridge and it is the responsibility of the parents to come to reception to collect the medicine daily, and to bring it into reception in the morning.
- Under no circumstances must the medicine be given to the child to look after, or to hand into the teacher, or to be left in the child's bag.

Administration of Medicine

- Medicine will only be administered if the consent form has been completed by a person with parental responsibility
- The medicine will be administered by a first aider at the specified time. The administrator will complete the school medical record form stating the child's name, time given, name of medicine, dose given, initial the form and print their own name. The medicine must be administered in the presence of another member of staff, who must also initial the form and then print their name.

Policy Reviewed by the Governing Body in January 2020

Next Review is January 2021



Mr. G. Tomblin
Chair of Governors
January 2020