

STOKE DAMEREL PRIMARY ACADEMY POLICY ON THE ADMINISTRATION OF MEDICINES IN SCHOOL

Introduction

The named lead for First Aid and the Administrations of Medicines ins the SENDCo and Inclusion Lead Isla Ellis – she can be contacted through the main school office reception@stokedamerelacademy.org

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 disease only return when they are no longer infectious. I cases of sickness and diarrhoea, children must be free of symptom s for 48 hours before returning to school.

The role of staff

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 for conditions such as asthma, diabetes and use of epi-pens mist receive appropriate training.

The administration of some medicines in tablet form will be administered by willing and trained staff (as part of their role) if parental consent has been given.

Stoke Damerel Primary Academy fully indemnifies all staff against claims for any alleged negligence, providing they are acting with their conditions of service and following School guidelines.

Prescribed medicines and non-prescription 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.

All medicines are to be provided by parents or carers, they will be stored securely in a lockable cupboard or fridge. Details of the medication administered is recorded and shared with parents and carers.

Controlled drugs

The school will not handle any medication scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

Administering medicines

Normally medicines will be kept under the control of the school office unless other arrangements have to be made. A record of all medicines administered is kept and shared with parents and carers - if a child refuses or misses taking medication for whatever reason the school will inform the parent or carer as soon as possible.

Administration of medications on trips and visits

Please read in conjunction with Educational Visits Policy

Stoke Damerel Primary Academy will make all reasonable adjustments to ensure that children may take 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 lead of the educational visit to assess the practicalities of administering such medicines as is required.

Self-management of medicine

Children are supported and encouraged to take responsibility for managing their own medicine from an early age. This will include take responsibility for self-administration of tablets, inhalers etc with adult supervision.

Children with long-term or complex medical needs

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

Access to the school's emergency procedures

In the case of an emergency the school's emergency procedures as outlined in the schools Health and Safety policies.

Policy reviewed and updated January 2025

Policy review date January 2026