



Administration of Medicines Policy

It is recognised that teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the Department for Education guidelines to assist pupils with medical needs.

The school accepts the need for some pupils to receive medication during school hours.

- φ Only medication prescribed by a doctor will be accepted for administration.
- φ The medication will only be accepted with written authorisation from the parent or guardian.
- φ The written authorisation must contain clear instructions about the dosage and time of the administration.
- φ A standard form will be issued by the school for this permission to be given. It contains a statement that the member of staff administering the medication cannot be held responsible for any problems which may arise from the administration of the medicine.
- φ Medication will be administered in the presence of another member of staff.
- φ The medication will be stored in a secure place; either in the Admin Office or the staff room fridge, if it is necessary to keep it cold.
- φ On school trips, the trip leader will accept responsibility for the administration of medication.