



Many more children are coming to school whilst still receiving medication.

As Governors of the school we would wish no child to be away from the Academy who could possibly be in education even though it meant that the child is on medication. However, there are many issues surrounding this and many medical practitioners would be unhappy to see children returning to school whilst not having completed the course of medicines.

We also have children now who are epileptic or diabetic or who have long-term chronic illness and ways must be found of addressing their needs within school, in order not to disadvantage their education.

There are two main sets of circumstances in which requests may be made to the Head to deal with administering of medicines to pupils at school, viz:

- (a) Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
- (b) Cases where children recovering from a short-term illness are well enough to return to school but are receiving a course of antibiotics, cough medicine, etc.

### **Principal's Responsibility**

Each request for medicine to be administered to a pupil in school should be considered on its merits.

The Principal will have regard to the best interests of the pupils and the implications for the school, especially staff. Certain circumstances require particular caution and, where it thought desirable for medicines to be administered, the Principal should ensure that guidelines are followed carefully (see below). Staff will be made aware of school policies and practices with respect to administering medicines and, indeed, all first aid treatment, particularly where there are pupils with known medical problems. Whether agreeing or refusing to administer medicines in school, the Principal's decision will be defensible if it is clear that he or she has acted reasonably. Principals have an unquestioned duty to all the children in their care but before accepting responsibility for administering drugs to a pupil they should first consider all the circumstances of the case.

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### Guidelines

If a student returns to school whilst taking medication the following code should be observed.

The following safeguards are suggested where a Principal agrees to accept responsibility for administering medicines to children.

1. A doctor's note should be received, preferably delivered by a parent, to the effect that it is necessary for the child to take medicine during school hours. The note should give clear instructions concerning the required dosage.
2. Long-term illness, such as epilepsy or asthma, should be recorded by the Head of House on the child's record card together with appropriate instructions.
3. The medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to the Head of House or an appropriate member of staff.
4. Medicines must be clearly labelled with contents, the owner's name and dosage and must be kept in a locked cupboard, away from the children, in the front office.
5. The medicine should be self-administered under adult supervision, and a written record kept of the dates and times of the administration.
6. The Head should obtain a written indemnity from the parent in favour of the Principal or the teacher involved. It must, however, be remembered that in spite of any form of disclaimer, the Head must continue to exercise the responsibility *in loco parentis*.
7. In the case of anaphylactic shock several staff will be trained to administer the injection. Because this is so serious with only seconds to revive a child any member of staff can administer the epipen through their clothing. It is held in a bag around their waist.

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