



POLICY ON ADMINISTRATION OF MEDICINES IN EMVA

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

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 school will receive appropriate training.

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

Prescribed Medicines

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

EMVA 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 EMVA's office.

Controlled Drugs

The school will not look after prescribed medicines that are 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.

Non-prescribed Medicines (PRN)

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EMVA Staff will not give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from the parents. Parents must complete the form, Parental Consent, to Administer Medicine prior to any medicine being administered by school staff.

In such cases only one dose should be given to a learner during the day. Details of the medicine administered will be recorded in EMVA medical log book. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Administering Medicines

Medicines will be kept under the control of the school office unless other arrangements are made with the parent. The medical log book of all medicines administered to children by staff will be kept in the EMVA office. This must be completed on each occasion that medicine is administered to a child.

Self-Management of Medicine

Learners will be supported and encouraged to take responsibility for managing their own medicines. Children who carry medicine e.g. epipens and carry and administer e.g. asthma reliever where appropriate, parents must in these circumstances complete the form Request for child to carry his/her own Medicine as distributed with induction packs.

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.

Access to the School's Emergency Procedures

In the case of an emergency the school's emergency procedures as outlined in the Health and Safety document will be followed.

Further Information and Guidance

Further information and guidance are contained within the DfES and Department of Health guidance: Managing Medicines in Schools and Early Years Settings (March 2005).