

## **URSULA TAYLOR LOWER SCHOOL**

### **Policy for Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines, which need to be administered at regular intervals to children.

These fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicines in school for treatment for a long-term illness to be effective, then each individual case will be considered. (Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be on a purely voluntary basis.

For the school to agree to assist in long term medication:

- Parents must write to the school, giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency on administration. (An indemnity form is prepared in the office for this purpose.)
- The medicines must be brought to school in a properly labelled container which states: (a) The name of the medicine, (b) The dosage and (c) The time of the administration
- Where possible the medicine should be self administered under the supervision of an adult. Medicines will be kept in a secure place in the office or in the staff refrigerator. (Unless the medicines are inhalers for asthma in which case they will be kept in the classroom or with the child.)

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a

serious nature, emergency contact numbers (and a pager number if possible) must be given where the parent/guardian is available at all times.

#### First Aid

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. If a more serious accident or incident occurs then one of the qualified first aiders must be consulted.

The qualified first aiders are:

- Miss D Daley
- Mrs T Harte
- Mrs H Lee
- Mrs S Proctor
- Mrs C Coard
- Mrs J Grove
- Mrs N McIntosh

Always wear disposable gloves when treating any accidents/incidents that involve body fluids. Make sure any waste is placed in a plastic bag and tied securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

L Fraser  
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