

Llansannor & Llanharry Church in Wales Primary School

Acting Headteacher: Mrs S. Davies



APPLICATION FOR SCHOOL STAFF TO ADMINISTER MEDICATION DURING SCHOOL TIME

PUPIL DETAILS

Name Year Group

Address Date of Birth

Condition/Illness.....

MEDICATION

Name of medication Is this medication prescribed by a doctor ? Yes/No

Type (Liquid/tablet/other please specify) Method of administering

Date prescribed by doctor Start date..... End date

Name of doctor and surgery

ADMINISTERING MEDICATION

Dosage Days to be administered Time(s)

Special precautions/possible side effects

Can your child self-administrate ? (Yes/No)

Procedures to take in an emergency

CONSENT

Name (Parent/Guardian) Relationship to pupil

Address (If different from above)

Contact telephone no.

I understand that I must deliver the medicine personally to the school office or via the school bus (see overleaf) and that this is a service which the school is not obliged to undertake.

Signed Date

Administration of Medicine at Llansannor & Llanharry CiW Primary School

The following information is extracted from the school's Health Care Policy and focuses on the administration of medicines to pupils in our school. It was last reviewed January 2019.

To ensure the SAFE administration of medication in school the following guidelines have been produced. If these are not followed medication cannot be administered by school staff.

Medication must be:-

- prescribed by a doctor or in certain circumstances for non-prescriptive medication with full details from the parent/guardian
- administered at home if it is required 3 times a day. Before school, at teatime and at bedtime.
- replenished as and when necessary and parents/guardians must inform the school when there is a change to any of the details overleaf.
- supplied for a maximum of 4 weeks at any one time.
- self-administered by the pupil where possible depending upon age and ability under the supervision of a staff member.
- in its original packaging/container and handed directly to the office.
- clearly labelled with the pupils name, name of medication, dosage, frequency of dosage, means of administering (e.g. spoon or syringe), date of dispensing, storage requirements and expiry date.
- where applicable, kept in a pupil's bag whilst on the school bus and immediately handed into the school office on arrival. Parent/Guardian to inform the escort or driver and the school office, that the pupil is carrying medication. This form must have been read, completed and signed **before** the school staff can administer.

There is no legal or contractual duty on teachers to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the Government. Whilst teachers have a general legal duty of care to their pupils, this does not extend to a requirement to routinely administer medicines.