



FAIRFIELD PRIMARY SCHOOL



POLICY STATEMENT FOR ADMINISTRATION OF MEDICINE IN SCHOOL

The school has a Medical Register which is based on information given to the Headteacher on children starting school and any additional information given to the class teacher or school nurse. This enables vital information to be passed on to the class teacher.

No member of staff is directed to administer medicine in school. All medicine that is given in school is given by the Headteacher or a named representative on a voluntary basis. The school is covered in this by the Council's insurance policy.

Before medicine of any kind is given to the children, parents are asked to complete a form giving permission and details of the medication (see below). The school cannot be held responsible for remembering to find the children at a certain time and administer the medicine. Older children are told they must take responsibility for coming at the allocated time for their medicine. Children in KS2 will be encouraged to self-administer in the company of the school staff. It is possible to ask that teachers send younger children to the Headteacher but neither class teachers nor the Headteacher can be held responsible if this is sometimes forgotten.

Children who require regular medication (i.e. every day) will be brought at an allocated time by the LSA. This is the only time this can be administered.

Children having Ritalin are included in this. Due to the nature of this drug any change in the dose that the Headteacher administers must be accompanied by a letter from the doctor, not just a request from parents.

This policy has been developed in consultation with teaching staff and will be reviewed regularly.



FAIRFIELD PRIMARY SCHOOL



REQUEST FOR ADMINISTRATION OF MEDICINE IN SCHOOL

THE SCHOOL WILL NOT GIVE YOUR CHILD MEDICINE UNLESS YOU COMPLETE AND SIGN THIS FORM, AND THE HEADTEACHER HAS AGREED THAT SCHOOL STAFF CAN ADMINISTER THE MEDICATION.

I, _____ Name of parent/carer

of _____ address

Parent / Carer of:

Name of child in full _____

Date of birth: _____ M/F _____ Class _____

hereby request that my child should receive:

Name of medicine: _____ (as on container)

Dose of medicine: _____ time of administration _____

Expiry date if known _____ Duration of treatment _____

I understand that I must deliver the medicine personally to Ms Lewis or Mr Thomas and accept that this is a service which the school is not obliged to undertake. The Vale Council fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, have been provided with adequate training, and are following the LEA's guidelines. For the purposes of indemnity, the administration of medicine falls within this definition and hence the staff have been reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked.

Signed _____ Date _____

Relationship to pupil _____