



St Bartholomew's School Parents' Handbook

First Aiders and Administration of Medicines in School

The First Aiders nominated by the Headteacher are the **only** members of staff who may administer medicines. This should only occur following discussion with the parents, school agreement and the receipt of written parental permission.

Guidelines:

Medicines should be administered in accordance with the following guidance:

A consent form, available from House Offices, should be given to the House office, preferably delivered by the parent to reception. The form should give clear instructions concerning the required dosage and storage requirements.

Long-term illnesses, such as epilepsy or asthma, should be recorded on the child's record, together with appropriate instructions. This may result in an individual Care Plan for the student which would be developed in conjunction with the parent/carer and relevant medical professionals.

The medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to reception. The designated First Aider in each House will confirm with the Headteacher that it is appropriate to administer the medicine.

Medicines must be clearly labeled with contents, the owner's name and dosage and must be locked away or kept in the refrigerator.

The medicine should be self-administered, if possible, under adult supervision and a written record kept of the dates and time of the administration.

Circumstances requiring caution:

There are certain circumstances in which the Headteacher will exercise special caution before accepting responsibility for administering medicine when the parents/carers are unable to come to the school themselves. These are:

- Where the medicines or tablets are controlled drugs under the Misuse of Drugs Regulations 2001.
- Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken.
- Where some technical or medical knowledge or expertise is required.
- Where intimate contact is necessary.