



ENHANCE ACADEMY TRUST

ADMINISTERING OF MEDICINES POLICY

Date Agreed (EAT)	September 2019
Date Presented to LGB	
Review Date (EAT)	September 2020

1 Introduction

1.1 The administration of medicine is the responsibility of parents and carers. In cases where the administration of medicines is routine and straightforward and where the parent asks the Academy to act in loco parentis the following preconditions will apply:

1. The Academy must be informed if a child brings any medication into school.
2. Parents must complete a form of consent for the administration of medicines/treatment at the Academy office.
3. Only medicines and treatments prescribed by a doctor for a specific child will be accepted, other than medication via a pharmacist such as tablets for travel sickness if an educational visit is planned. In this instance the parent must still complete and sign the Academy's consent form.
4. The instruction, which can be made on the Academy's consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.
5. The Academy will encourage children to take responsibility for their own medical care under the supervision of either the office staff or an appropriate teaching assistant. This may cover self-administration of medicines, using an inhaler or giving their own injection.
6. Teachers will not usually be required to administer medicines.

2. General Principles

- 2.1 Children suffering from short-term ailments, who are clearly unwell, should be at home and we reserve the right to ask parents to keep them at home, in their own best interests and that of other pupils and staff.
- 2.2 Children with chronic illness or disability, who need to take prescribed medicines during Academy hours, will be supported in this and helped to lead as normal and happy life within the Academy as possible. Relevant staff will receive regular training to administer certain medication e.g. for a child who requires emergency epilepsy drugs.
- 2.3 The Academy has a general duty of care towards its pupils. To enable staff to react promptly and reasonably if a child is suddenly taken ill the Local Governing Body has adopted the guidelines and procedures recommended by the LA.

