

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [**"Managing Medicines in Schools and Early Years Settings"**](#)

The school will, at the request of the parent / carer and with the consent of the head teacher; administer medication prescribed by a medical Practitioner.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Timothy Bowen is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by Timothy Bowen.

All non emergency medication kept in school are securely stored in the metal cupboard in the unit store room and refrigerated meds kept in clearly labelled container within the staffroom fridge with access strictly controlled. Asthma medication is kept in a labelled blue box in the pupil's classroom and clearly labelled. All pupils know how to access their medication.

Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Val Kemp.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the medicines folder in the head teacher's office.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.