



## The Swallowtail Federation of Church Schools Policy on the Administration of Medicines

It is the policy of Swallowtail Federation of Church Schools to support pupils and parents in the administration of medicines during school hours. However, it is acknowledged that schools do not have an obligation to assist in the administration of medicines and each request will be dealt with on an individual basis. No member of staff will be under any obligation to administer medicines and can refuse to do so without giving any reasons.

Where there is a request for medicines to be administered at school the following procedures will apply.

- The Head or teacher in charge must be made aware of the request and will make the decision on acceptance or refusal.
- The current Dfe Template C form must be completed and signed by the parent.
- The parent/guardian must check each day with the Head or teacher in charge that the school is still willing to administer the medicine and then pass it directly to her/him.
- The parent/guardian will supply the medicine in an appropriate container, which is clearly named and labelled with instructions for administration and storage.
- The parent/guardian will ensure that staff are fully informed of the type of medicine and of any known side effects that may occur.
- It is the parent/guardian's responsibility to remove any containers or unused medicine.
- Though every effort will be made to ensure that school comply with parental request, it must be recognised that within a busy school setting, staff may omit to administer the medicine at the correct time, or at all. In this circumstance staff must not be held responsible.

Agreed by staff and Governors: Date: Dec 14

**Reviewed: October 2017** - it is used alongside the Norfolk County Council Guidance for supporting pupils with medical needs.