



Pathfinder

Multi Academy Trust

MANAGEMENT OF MEDICINES IN SCHOOL

Secondary

This policy has been adopted by the Board of Directors of the Pathfinder Multi Academy Trust and is applicable across all schools that make up the Pathfinder Multi Academy Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Committee and the Head Teacher of each school that is part of the Pathfinder Multi Academy Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Committee this has been made clear within the wording of the policy.

This policy will be monitored regularly by the MAT Head Teachers Group and reviewed formally by the Pathfinder MAT Board of Directors in line with the agreed timetable for policy review or sooner as events or legislation changes require.

DATE ADOPTED: February 2017

DATE FOR REVIEW: February 2019

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MANAGEMENT OF MEDICINES IN SCHOOL

GUIDELINES FOR STAFF

These guidelines are intended to be read in conjunction with the school policy for managing medicines in school. "There is no legal duty that requires school or setting staff to administer medicines." (Managing Medicines in Schools and Early Years Settings - DfES 2005). However, at PMAT we are committed to reducing the barriers to participation in activities and learning experiences for all children and to ensure full access to learning for all children who have medical needs and are able to attend PMAT.

- Responsibility for administering most prescription medication is accepted on a voluntary basis by nominated staff.
- Parents must complete a prescribed medication request form before this can happen. These forms are kept in Reception. Non-prescription medication is not administered by school staff. All medication must initially be given to office staff only and only on receipt of a completed **Request Form for PMAT to administer Non-Prescribed Medication**.
- Emergency medication such as asthma inhalers and Epipens are to be kept in a clearly labelled container; one to be kept with the child and another in Reception to enable easy access. They should be stored alongside the completed prescribed medication request forms. Children should be aware of its location.
- Prescribed creams to relieve eczema or other skin conditions should also be stored in the same cupboard. Children can apply it themselves (with adult supervision at Key Stage 1).
- Visit Leaders must ensure that all emergency medication is taken with them on planned off site visits.
- Details of children requiring short term prescribed medication during the day e.g. antibiotics are recorded on a school Whiteboard located in Reception.
- Recording of Medicines Administered form to be attached to Request for Administering Medication and completed when medication is administered (with the exception of asthma inhalers).