CHRIST CHURCH C.E. FIRST SCHOOL

-Administration of Medicines Inhalers & Epi-pens Policy-

Headteacher: Mrs A Graham

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Policy Agreed: September 2022

Reviewed: September 2026

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We understand that children fall ill and are often given medication to aid their recovery. We also appreciate that you, as parents/carers, will try to get your child back into school as soon as possible. Should your child require antibiotics or other prescribed medication, please read the following information to help the school provide the best care possible:

- It is the responsibility of parents/carers to administer medicines to their children and to oversee their general health and wellbeing.
- If a child becomes unwell during the school day, parents/carers will be contacted as soon as possible. It is essential that school is informed of any changes to pupils' emergency contact details. If school is unable to contact parents/carers in the event of an emergency, the school will act in loco parentis and Social Services may be contacted.
- If a pupil becomes seriously unwell or injured, an ambulance will be called and parents/carers informed as soon as possible. The priority is always the wellbeing of the pupil.

Prescribed medicines

- When children need to take a course of **prescribed** medicine, the school recognises that it may be difficult for some parents to come to school during the day to administer it. However, where this is possible, this should be encouraged. **School staff will ONLY administer medicines which are required 4 times per day.**
- When parents are unable to administer medicines and it is sent into school, the following will apply:
    - A form will be completed by the parent/carer before the first dose is administered, detailing the name of the medicine, dosage, emergency contact number and signed by person with parental responsibility.
    - When the medicine has been given, it will be recorded with date and time and signed by the member of staff.
- NO 'over the counter' medicines will be administered in school.

Inhalers

- A permission form is completed at the start of each academic year (September)
- Parents/carers are responsible for replacing inhalers prior to expiry. Expiry dates are on the forms parents/carers sign.
- All inhalers are kept in the school office and are accessible at all times.
- Parents/carers are required to provide separate inhalers for swimming, sports, school trips and outdoor education visits.

Epi-pens

- A permission form is completed at the start of each academic year (September)
- Parents/carers are responsible for replacing epi-pens prior to expiry. Expiry dates are on the forms parents/carers sign.
- All epi-pens are kept in an accessible location at all times.
- Parents/carers are required to provide separate inhalers for swimming, sports, school trips and outdoor education visits.
- All staff are trained in the use of epi-pens.

School is unable to accept the responsibility to administer medicine where:

1. Any aspect of administration is crucial to the child's welfare.
2. Where technical or medical knowledge or expertise is required.
3. Where intimate contact is required.

Review: Epi-pens added to the policy – September 2021