



## **Administering Medication Policy Covid-19 Addendum – August 2020**

Following the Governments decision for some pupils to return to school from the 24th August 2020, the following amendments to the existing Managing Medication in School will be followed.

### **Administering Medication**

- Staff – no medication will be administered by staff to pupils or other staff members unless a medical emergency occurs such as Epi Pens or is prescribed such as asthma inhalers.
- Parents are required to notify the school as a matter of urgency to request a Risk Assessment.
- This should be emailed to the Principal or by telephone with a covering email giving authorisation to administer.
- If any medication is administered to pupil(s), two staff signatures will continue to be required on the form supplied with the group first aid kit.
- Medicine should be supplied in an unopened bottle to be left at school and dates must be checked by the parent.
- All medication will be kept by the teacher/TA. Teachers are responsible for checking any supplied medication is within date and has not expired throughout the school year.
- A list of pupils and expected medication will be supplied to each adult in the groups by the SENCO. Care Plans for individual pupils will also be made available to the adults of each group and a copy kept with the medication.
- If a pupil attends school without either an inhaler or an Epi-Pen or medication is out of date then the child will be sent home until the required medication (in date) is on school premises.
- Staff administering medicine should cover their mouth and maintain a distance of 2m if possible.
- Parents will be unable to enter the site; therefore non-prescription medication will not be administered to pupils during the school day.

Mr P Martin

On behalf of Board of Governors