



Administration Of Medicines

The Governing Body of Ysgol Gymraeg Penalltau fully accepts and implements the advice and guidance given by the LEA.

No member of staff will be expected to, or should, administer prescribed or "over the counter" medicines to pupils at any time during the school day without authorisation. The school will seek to accommodate those parents who may wish to administer prescribed medication to their children during the school day.

The Headteacher may, at his discretion, choose to administer medicines following requests from parents, particularly with regards to long term conditions. This will only be authorised following advice being sought from CCBC Health and safety and any relevant health professionals. Parents must in these circumstances complete the necessary forms in the "Guidance on the Administration of Prescribed Medicines or Medical Treatments in Schools" document. Risk assessments and care plans (if necessary) will be put in place for these pupils under the guidance of CCBC Health and safety department and medical professionals as necessary.

The Governing Body recognises that there will be occasions when children are on educational visits and residential experiences. On such occasions the Headteacher or colleagues may need to act in loco parentis. However the administration of medicines will fall within the LEA's policy and again the necessary forms will need to be completed. No member of staff will be expected to administer medication if s/he is not entirely comfortable with the situation.

Pupils will not normally be allowed to bring medicines to school to self-administer. There may be occasions when the school may allow children to self-administer medication under supervision i.e. Insulin – A risk assessment and Care Plan should be in place before authorisation will be given.

Children who require medication for the treatment of Asthma will be able to use this medication as and when it is required providing school staff are fully aware of the situation and any medication is correctly labelled and in date.

Members of staff who are willing and able to administer medicines must read and understand the contents and procedures of the "Guidance on the Administration of Prescribed Medicines or Medical Treatments in Schools" and will need to receive written authorisation from the Headteacher before administering any medication

Emergency Salbutamol Inhalers

A supply of salbutamol is kept in reception for emergency use for pupils in conjunction with an appropriate spacer. An effective record of its use will be kept informing parents/carers that their child has used the emergency inhaler.