

Guides for Parents

Arrangements for dealing with a pupil requiring essential or emergency medication

Should your child have a medical condition that may require essential treatment or emergency administration of medication, the following arrangements exist:

1. School staff are under no obligation to administer medication to any child. However, they may, after briefing by the School Doctor, volunteer to administer medication in an emergency. If no staff volunteer, an emergency procedure will be put in place.
2. Schools will hold medication, under secure conditions and clearly marked, for use by/for your child.
3. You are responsible for supplying this medication to a responsible member of staff. **YOU SHOULD NOT SEND IT WITH YOUR CHILD.** You are also responsible for maintaining up to date medication.
4. All medication should be accompanied by a letter from a doctor dealing with your child's condition, describing its symptoms and treatment.
5. If your child requires to receive emergency treatment e.g. injections using an Epipen, the School Doctor or Community Paediatrician will brief staff at the school on its use. Training will be given in respect of other medication which staff volunteer to administer.
6. An individual healthcare plan (Form MED3 attached to these guidelines) will be filled out by the Head Teacher of your child's school. This plan contains details of your child's medical condition, medical treatment, emergency contacts and staff volunteers. It also contains a clause that indemnifies staff who agree to administer medication.
7. You will be asked to sign the form, which will also be signed by the Head Teacher. Copies will be sent to the Education Division and the Community Paediatrician. This will ensure that all parties are aware of the way your child's condition will be managed.
8. If you have any queries about the management of your child's medical condition within school, you should contact the Head Teacher

