



Administration of Medication Policy

It is our policy that children who are unwell should not be brought to school and therefore short term medicines, for example, calpol, antibiotics are not administered at Alamiyah. However each case will be considered individually and children on short term medicine may be brought to the school at the discretion of the Headteacher.

Long Term Serious Illness

Children with serious long term illnesses such as epilepsy, diabetes or allergies which require emergency life saving medication will have a healthcare plan. The Healthcare Plan outlines the dosage of medicine, how often it will be taken, special dietary requirements and any other important relevant information.

If a child requires long term medication; for example, asthma pumps, eczema creams or emergency medication for conditions like epilepsy etc. the parent must complete the **Administration of Medication Form** before the medication can be administered.

A letter from the child's GP is required with details of the medical condition, the way in which the medication should be administered, the dosage and times of administration and signed authorization must be provided by the parent. This letter is then attached to the **Administration of Medication form**.

Medication will be stored in a box securely out of reach of children with the child's full name, date of birth and photograph on it.

Administration of Life Saving Medication

If a child registers at Alamiyah School who requires emergency life saving medication such as an epi-pen or insulin, then a member of staff will receive training on this condition and how to administer their medication from a trained healthcare professional.



If a child does require life saving medication to be administered in an emergency:

A trained member of staff MUST administer the medication and another member of staff must dial 999 immediately whilst the rest of the staff supervise the other children and keep them calm.

Staff without this training are not insured to administer life saving medication and MUST NOT administer it since this could put the child's life at further risk.

If there is risk of death from the condition of the child, the local hospital will be informed that the child is with us.

This policy was adopted at a meeting at Alamiyah School

Held on:.....

Signed on behalf of the Alamiyah School:

Date of Next Review: July 2019