



Administration of medicines in schools

Increasingly GMB members working in schools are being asked to administer medicines to children. **THERE IS NO LEGAL DUTY WHICH REQUIRES SCHOOL STAFF TO ADMINISTER MEDICATION – THIS IS A VOLUNTARY ROLE.** GMB members should only agree to administer medicines if there are appropriate policies, guidelines and training in place.

TYPES OF MEDICATION

There are two main circumstances under which schools may be requested to administer medicines:

1. For children with chronic conditions such as diabetes, epilepsy or asthma, and
2. For children recovering from short term illnesses who may be well enough to attend school but need to finish a course of medication.

Medication can take many forms including tablets, eye drops, inhalers, injections, creams and suppositories.

POLICIES AND PROCEDURES

The employer, either the school governing body or the Local Education Authority is responsible for ensuring that a school has an up to date Health and Safety policy. This should include clear procedures for the administration of medicine.

The policy should include:

- The Employers responsibility
- Details on Insurance cover for staff
- The person responsible for overseeing the policy
- The need for prior agreements with parents
- A commitment to staff training
- Record keeping procedures
- Storage of, and access to medicines
- Emergency procedures
- Safe disposal of drugs and equipment
- Information on access to specialist advice
- When there is a need for a witness