



The
British School
of Monaco

POLICY SECTION: Section - PASTORAL

POLICY NUMBER: 5.15

WHOLE SCHOOL ADMINISTRATION OF MEDICATION POLICY

EFFECTIVE FROM: 29/VII/2022

REVIEWED: 4/VIII/2023

NEXT REVIEW DATE: Summer 2024

The British School of Monaco

Whole School Administration of Medication Policy

The British School of Monaco acknowledges that under the standard terms and conditions for the employment of school staff there is no legal duty for them to administer or to supervise a student taking medication. In the UK “any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of students with medical conditions that they teach.”

Administration of medicines by any member of The British School of Monaco personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, volunteer personnel will be expected to undertake sufficient and suitable training and to achieve the necessary level of competency before they are able to administer medicines.

The British School of Monaco will therefore ensure that school personnel:

- Have the opportunity to be trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in case of severe allergic reaction;
- are familiar with the Individual Health Care Plans of students in the school’s care;
- know what to do in a range of emergency situations;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

The British School of Monaco works hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a student needs emergency medication such as asthma inhalers or EpiPens.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those students with specific medical needs or emergency medication.

Monitoring the Effectiveness of the Policy

This policy will be reviewed according to the school’s policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students’ opinions and concerns, and parental views, where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.