



# The Pier Head Preparatory Montessori School

3 Shadwell Pier Head, Glamis Road,  
Wapping, London, E1W 3TD  
0207 481 0202  
email: [thepierheadprep@yahoo.co.uk](mailto:thepierheadprep@yahoo.co.uk)



## Medication

At The Pier Head Prep School, we promote the good health of children attending school and take necessary steps to prevent the spread of infection (see sickness and illness policy). If a child requires medicine we will obtain information about the child's needs for this, and will ensure this information is kept up to date.

We follow strict guidelines when dealing with medication of any kind in the school and these are set out below.

The Pier head Prep will not administer any medication to pupils. If a pupil needs medication a parent must come to the school site and administer the medication as required.

### **Injections, pessaries, suppositories**

As the administration of injections, pessaries and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The school will do all it can to make any reasonable adjustments including working with parents and other professionals to arrange for appropriate health officials to train staff in administering the medication.

### **Staff medication**

All school staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or too unwell to meet children's needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability they must inform their line manager and seek medical advice. \*The school manager/person's line manager/registered provider will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person's locker/separate locked container in the staff room or school room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored out of

reach of the children. It must not be kept in the first aid box and should be labelled with the name of the member of staff.