



OXLEY PARK ACADEMY

Medicines in School Policy

Generally, the school can only, in exceptional circumstances, take responsibility for medicines and their administration. (The school medical officer has advised us that in almost all cases, doses can be adjusted to avoid the school day period.) There are two reasons for this policy:

- the risk that a child may take the wrong medicine or an incorrect dosage.
- staff should not have the responsibility, nor liability for administering medicine.

In the case of long-term, chronic medical conditions, (e.g. diabetes, asthma) the school will make the necessary arrangements for children to receive the medication they require.

Parents of any children who have to take medication during the school day have to complete a form relating to dose etc. and file it in the office, and we will administer medicine on the parents' behalf as long as it is prescribed by a doctor. In these cases, our "Medicines in School" form must be completed, which gives the school permission to administer medication to the child. All medicines must be in their original containers with clear dosage instructions on a pharmacy dispensed label.

"Medicine Time" is 12 noon. (If a child has medicine 3 x per day we would expect that to be before school, 12 noon and after school.)

All medication, apart from inhalers, is to be left in the school office. When taking medicine, children should be witnessed by a member of staff who then records the dose & time in the medical file in the school office.

If this presents a problem for parents, they are invited to discuss it with the Principal. Our objective is to safeguard children's health and safety.

(See also Medication Administration Protocols and Administration of Medication & Asthma Policy attached).

Reviewed: Spring 2016
Review cycle: Annual
Next review: Spring 2017