



ADMINISTRATION OF MEDICINES PARENT COPY

POLICY STATEMENT

We would ask parents to request that their doctor, wherever possible, prescribe medication, which can be taken outside the school day.

However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day.

We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this Policy i.e. we will only administer PRESCRIBED medication.

CHILDREN WITH SPECIAL MEDICAL NEEDS

Should we be asked to admit a child to school with special medical needs, we will in partnership with the parents and our medical advisors, discuss individual needs. We will then set up a protocol to be followed.

GUIDELINES

On admission to school

All parents/guardians will be asked to complete an admissions form giving full details of medical conditions, regular medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc. If these details are to change throughout the course of the year, it is the responsibility of the parent to inform school staff and update the written records.

Administration and Storage of Medicine in School

- Should a pupil need to receive medication during the school day, parents will be asked to come into school and personally hand over the medication to the office staff.
- The medicine should be in the container as prescribed by the doctor and dispensed by the chemist with the child's name and instructions for administration printed clearly on the label.
- The parents will be asked to complete the form 'Consent to Administer Medication'. This will be kept in the school office.
- Any changes to this medication for example dosage or frequency should be presented to the school office in writing from a GP or suitable medical professional.
- Should the supply need to be replenished this should be done in person by the parent/guardian.
- Should the child be required or able to administer their own medicine e.g. inhaler for asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the School Nurse to check technique before accepting full responsibility.
- A record of the administration of each dose will be kept and signed on the 'Record of Medication' form.



Storage and Disposal of Medicines

- All medicines will be kept in a cupboard in the Deputy Head's office (main school children) or the cupboard in the Nursery office (Nursery children).
- All inhalers will be stored in the designated inhaler box within the child's classroom, unless stated otherwise in the child's care plan.
- A regular check will be made of the medicine cabinet every half term and any medicine which is out of date or not clearly labelled will be returned to the parent/carer where possible otherwise it will be returned to the local pharmacy.