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# BISHOP CORNISH SCHOOL

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## POLICY FOR THE DISPENSING OF MEDICINES IN SCHOOLS

- Medicine is only to be dispensed in school when a prescription from a general practitioner states that the medicine should be administered four times a day.
- Medicines may only be dispensed in accordance with written instructions from the parents or the prescribing doctor.
- The written request to administer a medicine must include the product name, dosage and strength.
- Drugs must be stored safely. They must be left at Reception only. Medicines must not be left in the child's keeping.
- Requests to administer medicines should be logged in a standard format in the medicines book and signed by the parents.
- A written log of each administration should be kept in the medicines book, showing the date and time and the name of the person administering the medicine.
- The medicine log should be filled in immediately before the administration of the medicine to ensure that there is no possibility of duplication of the dose.
- Parents/designated adults must bring the smallest practicable dose of the medicine to Reception with clear labelling.
- The child must remember to come to Reception to receive their medication at 11.55 a.m. Staff are not responsible for collecting children.
- Asthma inhalers should be kept in the classroom with the child and used as necessary.

### FIRST AID

- First Aid is administered in school for minor injuries. A record of reported injuries is kept in Reception. Any serious injury has to be reported to County via the internet.
- If the child receives a blow/bump on the head the parents are notified, either by phone or note.
- In the event of a serious accident or medical concern parents are contacted immediately. If they are unattainable the school acts in loco parentis and takes the child to the doctor or hospital.
- The First Aiders (Mrs C. Lyne and Mrs C. Clement), the Head Teacher or Deputy Head should always be informed directly. They will make the decision and take appropriate action.

Policy written and agreed by the whole staff.

Reviewed October 2014

To be reviewed 2017