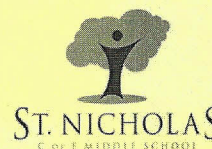


Federation of Pinvin C of E First School and St Nicholas C of E Middle School, Pinvin



PROCEDURES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL

AN INFORMATION LEAFLET FOR PARENTS

Introduction

Children need to be fit and well to cope with a busy school day and to fully participate in all educational activities. However, many children, at some point, will need to take medicines during the working day whilst they are at St Nicholas C of E Middle School. This will usually be for a very short period, perhaps to finish a prescribed course of medicine.

Most medications can be given at home, with doses fitted in around the school day. However, occasionally, this may not be possible and so, as long as the guidance in this leaflet is adhered to, the medication can be administered in school.

Prescribed medicines

- **Only prescribed medication will be accepted in school.**
- Parents must complete a '**Parental consent / permission form for Medication**' and will be responsible for providing the correct information to school.
- Medicines must be in their original container as dispensed by a pharmacist.
- Written details on medicine must include the child's name, name of medicine, instructions for administration and current date.
- Medicines taken out of the container as dispensed **will not** be accepted.
- Medication must be delivered to and collected from **the school office** at the beginning and end of the day **by an adult**. If this is not practical, the medication should be left in school until the course is finished or it is collected by parents or carers.

Note: The administration of antibiotics in school will only be permitted if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

Administering prescribed medicines in school

At St Nicholas C of E Middle School, the Executive Headteacher will accept responsibility for members of school staff giving or supervising children taking prescribed medication during the school day as long as prior parental agreement has been given, and where those members of staff have volunteered, and are trained, to do so and have agreed to adhere to this policy. (Teacher's conditions of employment do not require them to give, or supervise, a child taking medicines.)

- All medicines will be kept securely in the Medical Room (within easy access of First Aiders when required).
- If children refuse to take medication, staff will not force them and parents will be informed immediately.
- A written record will be kept of all medicines administered in school alongside the signature of both a First Aider and also a witness.

Medication for Anaphylaxis, Diabetes, Eczema and Epilepsy

The school recognises that these are common conditions affecting many children and it will do all that it can to ensure that not only are children's medical needs met but triggers are avoided wherever possible. Children with these medical needs will have their own individual Health Care Plan which will be reviewed on a regular basis, in consultation with parents, health and social care professionals and child (the latter only if deemed appropriate).

Asthma

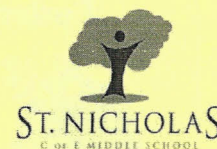
Children with asthma will administer their own medication.

Educational visits

A portable First-Aid kit and individual pupil medicines are taken on educational visits and administered by the school's First Aider. This is the only time medication will be allowed outside the designated storage areas for medicines in school.



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‘Administration of Medicine in School’ Form

To the Parent or Carer: The School will not give your child medication unless you complete and sign this form and the Executive Headteacher / Head of School has agreed that the school’s First Aiders can administer the medication.

The school will only administer medications prescribed by a GP, and carrying a pharmacist label, when dosages mean medicine is required during the school day. (Whenever possible, medicines should be administered by parents/carers outside school hours).

Name of Child	
Address of Child	
Illness/Condition	
I understand that medication must be delivered to and collected from the office at the beginning and end of the day by an adult . If this is not practical, medication can be left in school until the end of the course or it is collected by parents or carers.	
I understand that the school will only administer medications prescribed by a GP, and carrying a pharmacist’s label, and I accept that this is a service which the school is not obliged to undertake.	
Medication Name/Type of Medication (as described on the container):	
Full Direction for use How long will your child take this medication? Dosage & Method: Timing: Special Precautions: Procedure to be taken in an emergency:	
Contact Details: Name of Parent/Carer: Daytime Tel No: Signature:	Relationship to child: Date: