

# PARRETT AND AXE C.E.V.A. PRIMARY SCHOOL



## MEDICINES IN SCHOOL POLICY

### The administration of Medication

#### AIM

To establish a framework for the safe administration of medicines in school.

#### OVERALL CONSIDERATIONS

The administration of medicine is the responsibility of parents and carers. In cases where the administration of medicines is routine and straightforward and where the parents ask the school to act in loco parentis the following preconditions will apply:

1. Children cannot bring medication into school without the school prior knowledge.
2. Parents must complete a form of consent for the administration of medicines/treatment. The form is available from the school office. Children cannot self-administer medicines except for the use of inhalers.
3. Only medicines and treatments prescribed by a doctor and accompanied by a written instruction from the parent or doctor will be accepted.
4. The instruction, which can be made on the school's consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.
5. Authorised members of support staff are responsible for the administration of medication to children. **(See list at end of policy).**
6. Records of medication administered in school are kept in a log book situated in the medical area next to the staff room.
7. Medication is kept in a locked medical cupboard.
8. Teachers will not be required to administer medicines.

## **GENERAL PRINCIPLES**

- Children suffering from short-term ailments, who are clearly unwell, should not be in school and we reserve the right to ask parents to keep them at home, in their own best interests and that of other pupils and staff.
- Should a child fall ill whilst at school, parents or carers will be contacted and asked to take them home.
- Children with chronic illness or disability, who need to take prescribed medicines during school hours, will be supported in this and helped to lead as normal and happy a life as possible.

## **LIST OF AUTHORISED STAFF**

**Mrs Kathleen Guppy**

**Mrs Jane Stott**

**Mrs Toni Childs**

**Mrs Howard-Gardner**

## **REVIEW**

Both this policy and associated guidelines will be reviewed as and when necessary.

Reviewed and agreed by the FGB 18 June 2024