



## Administration of Medicines – Guidelines for Parents / Carers

- No member of staff is duty bound to administer medicines.
- All parents must complete the Medicines Permission Form (available in school office / school website) if their child requires medicine during school hours, whether ongoing requirement or short term course.
- **ALL** medicines must be handed to the School Office for safe storage. Children must not keep medicine in their possession.
- Every occasion where medicine is administered to a child during school time will be logged in the child's medical file.

### Types of Medicine:

#### Medicines to be used in an emergency situation (e.g. Epipen)

- Parents must complete the Medicines Permission Form; a Health Care Plan will be created when this type of medicine is prescribed to a child, and will be reviewed at the start of each school year
- Staff are trained by healthcare professionals to administer medicines of this kind.

#### Prescribed medicine for short term use (e.g. antibiotics)

- Parents must complete the Medicines Permission Form for every instance when this type of medicine is prescribed to a child.
- Where possible, parents must administer this type of medicine before school. If medicine of this type is to be taken during the school day, parents should attend school to administer the medicine to their child. If this is not possible, parents may arrange (on a case by case basis) for the medicine to be administered by the Head Teacher / other member of SMT / Office Staff.
- The medicine must be clearly labelled.
- A child may self-administer this type of medicine (if age appropriate). This will take place under supervision from the Head Teacher / other member of SMT / Office Staff.
- For younger children, and if parents are unable to come to school to administer medicine, this type of medicine may be administered by the Head Teacher or other member of Senior Management Team.

#### Prescribed medicine for ongoing use (e.g. asthma inhalers, medicine for allergic reactions)

- All hay fever medicine MUST be administered by parents before school.
- Parents must complete the Medicines Permission Form; a Health Care Plan will be created when this type of medicine is prescribed to a child, and will be reviewed at the start of each school year.
- The medicine must be clearly labelled, and it is the parent's responsibility to ensure the medicine is in date.
- A child may self-administer this type of medicine (if age appropriate). This will take place under supervision from the Head Teacher / other member of SMT / Office Staff.
- For younger children, this type of medicine may be administered by the Head Teacher / other member of SMT / Office Staff.
- If the medicine is required during the school day, the school office will inform parents prior to the administration of the medicine. If the office is unable to contact parents, medicine will be administered as necessary.

#### Non-prescribed medicine (e.g. Calpol, Piriton)

- If a child requires this type of medicine (e.g. paracetamol), parents must administer this type of medicine at home. If this is not possible, parents must attend school to administer the medicine.

#### Medical File and storage of medication

- The medical file is kept in the First Aid room from Reception to Year 6- Preschool file kept in the Preschool
- When a pupil needs their medication, a record of date, time and the person who supervised the self-medication is noted in the medical file.

### *Administration of Medicines – Guidance for Parents / Carers*

- All inhalers are stored in container that is kept in the medical room and can be transported to PE and swimming.
- Inhalers and special medication can be transported to external events and residential trips in an appropriate First Aid case. Teacher in charge of the group will keep all medication.
- All other medication is kept in a locked metal container labelled Controlled Medication.
- Parents have the responsibility of noting and replacing out of date medication.
- If there is a change in or stopping of medication, parents are requested to inform the school.

**Please contact the office to make an appointment with Mr Slater if you wish to discuss the administration of medicine to your child.**

**Many thanks for your cooperation.**