



GIVING MEDICINES AT SCHOOL

THE SCHOOL'S RESPONSIBILITY

The Head Teacher will ensure that a named person be responsible for medicines in school, together with a nominated deputy.

PARENTS' RESPONSIBILITY

A clear written statement of their responsibility should be given to all parents detailing:

How to make a request for medicines to be given at school, (i.e. NOT brought in by the pupil).

How medicine should be provided to the school,(i.e. in original container from pharmacy).

Medicines should be clearly labelled with:

- Child's name
- Name of medicine
- How much to give, dose
- When to be given
- Any other instructions

A form listing these points must completed by parents before the school agrees to administer medicine. These forms are available from the School Office.

Parents must notify the school of any changes in medicines.

Parents in person must replenish supplies of medicine if necessary.

STORAGE OF MEDICINES

Medicines, when not in use, should be kept in a safe and secure place (a refrigerator if appropriate). However medicines required in an emergency should be readily accessible.

Where appropriate, with parental and school agreement, pupils should be responsible for their own inhalers.

ADMINISTRATION RECORD

The label on the medicine container should be checked against the school medicine record (completed by parent). Any discrepancy should be queried with the parent

before administering a medicine. A parent should confirm their intentions, in writing, if their instructions differ from those on the medicine container. The CORRECT medicine in the CORRECT dose should be given at the CORRECT time to the CORRECT pupil.

DISPOSAL

Medicines no longer required should not be allowed to accumulate. They should be returned to the parents for disposal. In the last resort unwanted medicines should be disposed of on the school premises by the nominated person.

BASIC FIRST AID

Basic First Aid will be given by a qualified First Aider and a record maintained.

SCHOOL NURSES AND DOCTORS

School staff should seek advice from their school nurse if they require relevant information concerning rarer health problems of the pupil. The school nurse will seek to promote a greater understanding amongst staff of some health problems and their wider implications.

LIABILITY OF SCHOOL STAFF

Staff designated to administer medicines to pupils will be covered by the Council in the event of liability/negligence claims made against them as long as they have taken all reasonable steps to follow the procedures contained in this policy.

SCHOOL MEDICINE RECORD

*No medicines will be given to children in school
unless this form is completed and
handed in at the School Office.*

Child's Name _____

Class _____

Name of medicine _____

When to be given _____

Contact telephone _____

Parent's signature _____

Date _____

Any other instructions



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Dear Parents,

In order that the school can meet Local Authority and DFCS Guidelines, I have to advise you of the way medicines are given in school.

Before any medicine can be given to your child in school **you must complete a medicines form**. These forms are on the display stands in the reception area near the school office. This applies to children who are prescribed medicine for a one off illness and also those with a long term condition such as asthma.

If your child needs to be given medicine **YOU MUST COMPLETE THE FORM AND HAND IT TO THE OFFICE** . If you lose a form or need another, there are copies in the Office. If your child's prescription changes in any way you must complete a new form.

Copies of the school's policy on Giving Medicines in School are available for you to look at in the Office.

Thank you for your co-operation,

Avis Hawkins
Headteacher

SCHOOL MEDICINES REGISTER

WARNING !

DO NOT ADMINISTER MEDICINES
WITHOUT A RECORD SHEET