Administering Medicines Policy

Policy Leader / HT	**Mr A Wright**
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If a child returns to school whilst still on a course of medication the child's parent or their representative are asked to come into school to administer the medicine if possible.

If a child is asthmatic and requires an inhaler, it should be clearly named and you will be asked to fill in a form giving the frequency and dosage of administration. The inhaler, plus the details form, will then be kept in the child's classroom to be supervised by the class teacher in all years except Y5 and Y6 where the child will be expected to be in charge of their own medication, in preparation for high school.

In exceptional cases, it may be necessary to a child's health that we do administer medicines in school.

In this situation the following rules should apply:

1. The parent/carer is responsible for supplying the school with adequate information regarding their child's condition and medication. This must be in writing, signed and current so that procedures for each individual case are known.

2. All medicines must be delivered to the school by parents/carers. All written instructions must be delivered in person by parents/carers.

3. After first receipt of medicines at school, additional medication may continue to be accepted without further notice, but any change must be notified, in writing, to the authorised person.

4. Each medicine must be delivered, in a secure and labelled container, to the authorised person. It may be appropriate for the GP to prescribe a separate amount of medicine for school use. This should be negotiated with the parent/carer.

The consent form includes the following information:

* name of medicine
* patient's name
* dosage
* dosage frequency and time to be administered
* date of dispensing
* Any information i.e.
    * storage requirements, if important
    * shelf life, if important
    * any side effects
* stop date

1. No medicine should be accepted until the parent/carer has completed the school medication consent form and the member of staff receiving the medication is satisfied the information on the form is correct. Ideally this should be done before the start of the school day (or even the evening preceding the introduction of the medicine) in order to reduce the time when classroom staff would be taken away from teaching duties.

2. Medicines are to be administered by the authorised person.

3. Medicines from unlabelled containers must not be accepted or given.

4. Only medications prescribed by a doctor will be administered, with the exception of antihistamines and painkillers.

5. Medicines must be dispensed from the labelled container or, in the case of medicines which should be measured, from a measuring cup/spoon.

6. As each dosage is given, the details must be recorded on a register kept for the purpose (on the reverse of the consent form).

7. The register must include details of dosage and time administered. The register should be kept in the class medical file.

8. All medicines to be kept in a clearly labelled container out of children's reach.

9. All medicines requiring refrigeration to be kept on the top shelf of the Infant fridge.

10. At the end of the day any unused medicine should be collected by the parent/carer.

Use of soluble paracetamol during the school day

If a child is judged to need soluble paracetamol in order to secure their continued attendance, due to a change in health during the school day, permission must first be sought from the parent/carer. In this instance a phone call is acceptable. Details of administration are to be recorded on the log sheet.