



## St Laurence CE Primary School

### Administering Medication Policy

Children who need to take medication in most cases can do so at home for example a child requiring medication three times a day can do so before school, after school and before bed. It will only be in exceptional cases that a child will need to take medication during the school day. In a perfect world, the child's parents would come in to school to administer the medication and this is of course an option for parents (break time or lunchtime). However, there are occasions when for the convenience of parents, medication needs to be administered by the school.

The advice given to schools is:

“Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.”

#### **Prescribed Medicines**

School can only accept prescribed medicines that have been prescribed by a doctor, dentist, prescribing nurse or pharmacist prescriber. **The medicine must:**

- a) **be in the original container (as dispensed by the pharmacist);**
- b) **have the child's name on;**
- c) **Include the prescriber's instructions for administration.**

#### **Over the counter medicines (non prescribed)**

These should only be brought in to school when essential and should only be administered by the school for a maximum period of three days. These should:

- a) have the child's name on;
- b) be in the original container;
- c) Have the appropriate instructions.

We cannot administer medication from decanted containers or without the instructions. We cannot administer any pain killers such as Nurofen or Codeine.

#### **Controlled drugs (e.g. Ritalin)**

- these must be brought in to school by an adult;
- they must be in the original container;
- they must have the accompanying leaflet;

- have the child's name on;
- the school must see proof that this drug has been prescribed;
- The school will need written evidence when the drug is no longer prescribed.

These drugs will be kept in a safe and a drugs register will be maintained of the amounts coming in to school and being returned home.

### **Bringing any medication into school**

- the medication must be brought in to school by an adult;
- parents must ensure that the medication is "in date";
- the medication should be taken to the school office;
- a consent form must be signed by the adult;
- Busy Bodies: we are not allowed to accept medication from a child e.g. a child coming in from Busy Bodies unless we have a consent form and the medication must be brought from Busy Bodies to school by their member of staff.

### **The school will**

- administer any medication under the supervision of two adults (Mrs Nash, Mrs Tonkinson, Mrs Tolley, Mrs Angell or any other appropriately qualified person);
- lock all medication in a safe;
- record and retain records of any medication given including time and dosage;
- ensure that there is regular first aid training for appropriate staff;
- Keep a record of children who require long term medication or who have special medical needs.

### **Inhalers**

Children are responsible for their own inhalers and they should have them in school at all times in their own tray. Asthma does not go away, therefore if parents wish to withdraw inhalers from school they should have a letter from the child's doctor stating that this is acceptable.

### **Epipens**

All staff have received training on administering an epipens. Parents must ensure that there are two up to date epipens in school at all times. One will be kept in the child's Key Stage area and a second will be kept in the office in the school's medical safe. At lunchtimes one epipen will be carried by a member of staff.

### **Refusing medicines**

If a child refuses to take their medicine the school will not attempt to force the child to do so. The incident will be recorded and the child's parents will be informed that day.