



Policy on Administering Medicines to Children

Medication is not normally administered in school. Where possible parents/guardians should ask their doctor for medication which can be taken outside of school hours.

However, in certain circumstances and following agreement by the school, parents/guardians may come in during the school day and administer medication to their own children.

As a guide, when children are prescribed antibiotics three times a day they can be administered before school, after school and before going to bed. In some circumstances a child may be fit or well enough to attend school.

Over the counter products may not be brought into school. This includes throat lozenges, Tunes and cough sweets.

Exceptions

In exceptional circumstances the school office will administer medications. For example Ritalin and Concerta to support children with ADHD, anti histamine for children who suffer from acute hay fever. In these circumstances parents/guardians are required to:

- Provide full details of any medication requirements and ensure medicines supplied to the school do not exceed their expiry date.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- Deliver medicines to the school office. In the event the school office is closed then it should be given to a member of staff with the completed form. The form can be found attached to this policy which is available on the school website. Children should not be asked to carry medicines into school. The only exception to this may be travel sickness medication or asthma reliever inhalers.
- Ensure the school has a telephone number where you can be contacted in an emergency.

Travel Sickness

Medication for travel sickness for use on educational visits should be given to the class teacher or party leader accompanied by written permission.

Inhalers

The children are encouraged to have full responsibility for their inhalers. They are encouraged to act independently and have easy access to them.

Epipens

Staff receive annual training in the use of Epipens from the school nurse. The Epipens are stored in boxes with individual children's names on. These are readily accessible in the school office. The boxes accompany the children on trips outside the school. Individual protocols are held by classteachers.

Paracetamol

Paracetamol may be provided by the parent and given in age appropriate doses, and only with parent's written consent for certain conditions e.g. headache (NOT ASSOCIATED WITH HEAD INJURY) or toothache.

Storage

All medication is kept in a dedicated lockable cupboard within the school office. Medication required to be kept cool is stored in a fridge situated in the staffroom.

Record keeping

All medication administered by school staff is recorded in a log book situated in the school office.

Responsibilities

It is important that the school, staff, parents/guardians and children have a clear understanding of their individual responsibilities.

The child

Children are expected to exercise good responsibility and remember to visit the school office at the right time for any medication they need.

Parents / guardians

Parents / guardians are requested to adhere to this policy and understand the nature of the school's responsibilities in this area. Generally speaking, the administration of medicines is the responsibility of the parents. Parents/guardians should collect medicines held at school at the end of each term. Parents are responsible for ensuring medicines do not exceed their expiry date and for disposing of any date-expired medicines.. If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, it is the responsibility of the parent to inform the school and confirm this in writing.

Staff

Teachers should take the same care that a reasonable, responsible and careful parent would take in similar circumstances, while they are responsible for the care and control of children. In all circumstances, particularly in emergencies, teachers and other staff are expected to use their best endeavours. The consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. Teachers' conditions of employment do not include giving medication or supervising a pupil taking it.

The school

The school takes this aspect of policy very seriously. It encourages good attendance of children whilst recognising that a variety of health related issues can require either medical intervention, and/or the need for a child to remain at home.

The school cannot be expected to take responsibility for any other non-prescribed medicines which may be brought into school to help with minor ailments.

The school has responsibility for making sure that staff have appropriate training to support children with medical needs.

This policy takes into account Surrey County Council's document "Pupils' Health and the Administration of Medicines – Guidance for Schools"

Status of Policy	Date
Authored by Julie Bayfield	
Policy reviewed	January 2014
Agreed by Staff	January 2014
Agreed by Governors	February 2014
Review	Bi-Annual

PUPIL MEDICATION REQUEST

Bell Farm Primary School, Hersham Road, Hersham, Surrey KT12 5NB


Child's Name: _____

Parent/Guardian surname if different: _____

Home Address: _____

Condition or Illness: _____

 Daytime contact numbers: _____

GP Name: _____ Location: _____  _____

Please tick the appropriate box

- My child will be responsible for the self-administration of medicines as directed below.
- I agree to members of staff administering medicines/providing treatment to my child as directed below.

I agree to update information about the child's medical needs held by the school and that this information will be verified by GP and/or medical Consultant.

I will ensure that the medicine held by the school has not exceeded its expiry date.

Signed _____ (Parent/Guardian) Date _____

Name of medicine	Dose	Frequency/times	Completion date of course if known	Expiry date of medicine
Special Instructions:				
Allergies:				
Other prescribed medicines child takes at home				

NOTE: Where possible the need for medicines to be administered at school should be avoided. Parents/Guardians are therefore requested to try to arrange the timing of doses accordingly

PUPIL MEDICATION RECORD

Child's name: _____ Date of Birth: _____

	Date	Time	Medicine given	Dose	Signature(s)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					