Procedure for Managing Medicines at Lewknor C of E Primary School November 2014 – review November 2017

The school is allowed to administer medication to children in certain circumstances. The procedure below sets out how we will manage this for children at our school.

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies, which enable them to be taken outside school hours. We encourage parents, whose child is taking medication three times a day to give it before school, after school and at bedtime. If a doctor has specified that one of the doses should be given at lunchtime and the parent is unable to administer the dose, then the standard practice (see below) is followed.

1. No child should be given prescription or non-prescription medicines without their parent's written consent.
2. Parents must sign the school's medicine book and give details of the medicine, the prescribed dose and the prescribed frequency / timing of the medicine. Parents must also check the expiry date of any medicine. They should provide measuring spoons and syringes.
3. School staff will measure out the prescribed dose but if the child is old enough, they can measure the medicine. The adult administering the medicine will always be observed by another adult at school. Both adults should sign the medicines book once the child has taken it.
4. A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents are responsible for checking this information before signing the medicine book confirming doses and times of medication.
5. We can only accept prescribed medicines that are in-date, labelled and provided in the original container as dispensed by a pharmacist that include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
6. All medicines will be stored safely and should be clearly labelled with the child's name. All children should have easy access to their emergency medication but will be supervised by an adult at all times.
7. If a child refuses medication, record and inform the parents as soon as possible.
8. If uncertain, DO NOT give the medication – check first with parents or doctor.

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