



Administration of Medicines

There are two possible situations which apply to the administration of medicines. In all cases the appropriate consent forms must have been completed:

Pupil is Supervised during Self Administration

Medication will be taken in the Staff or Classroom. A member of staff, usually the class Teaching assistant, will record that medicine was taken.

Medication Administered to the Pupil

This will usually be the class Teaching Assistant. Any member of staff administering medication will receive the appropriate training.



Illness/Emergencies

Pupils should not be sent into school if they are not fit enough to be involved in their learning.

Pupils feeling ill should advise a member of staff. In cases where they are not fit to remain in school arrangements will be made with priority contacts.

In the case of an emergency where an ambulance has been called a member of staff will remain with the pupil until a priority contact arrives.



Out of school activities

The school will always consider what reasonable adjustments can be made to enable children with medical needs to participate fully and safely in out of school activities.

The Dales Federation of Primary Schools

Medicine Matters

Information for Parents about Administration of Medicines in School

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Medical Needs

Many children will need to take medication during the day at some time during their journey through school. To allow children to do this minimises the time they need to be absent.

In some cases it is essential for pupils to have access to medication during the school day. Children have a right to an education and should not be excluded purely as a result of requiring medication.

However it is important that medication in school is carefully managed. It is also important to note that there is no duty on school staff to administer medication. Participation in the administration of medicines in schools is on a voluntary basis.



Medicines in School

All medication must be handed into the Office/Class Teacher at the **start of the school day**, along with appropriate consent form.

All medicines must be in their original container so that the expiry date and information regarding dosage can be seen.

Medication WILL NOT be issued if it is not in the original container or without the correct consent form



Is Medication Necessary at School?

Medication should be sent to school only if it is absolutely necessary.

To help avoid unnecessary taking of medicines at school parents should:

- ⇒ Be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime. Medicine could be taken in the morning, after school hours and at bedtime
- ⇒ Ask the family doctor if it is possible to adjust the medication to avoid school time



Prescribed Medication

Medicines should only be brought into 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.

Medicines **must** be provided in the original named container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Where a child needs two or more prescribed medicines they must be in separate named containers. Parents must complete the appropriate consent form:

Form 2/PinkForm

Parental Consent for Schools to Administer Medicine

This form is available from the School Office or can be downloaded from the school website.



Emergency Medication

Pupils using inhalers are expected to have them at all times.

Pupils with an Epipen are expected to carry it at all times. A spare/backup Epipen is kept in the main reception.



Individual Health Care Plan

Required only for pupils with specific medical needs requiring specialised or emergency medication or those prescribed a Controlled Drug.

Staff will need to ask parents to give consent for staff/carers to have contact with health professionals and for those health professionals to share medical information with the staff/carers as necessary.

Please contact the Office/Class Teacher if you think you need to complete an Individual Health Care Plan and have not already done so.



Storage of Medication

All medication brought into school is securely stored according to manufacturers instructions and medical guidelines.

School will not supply any medication



Non Prescription Medication

Medicines **must** be provided in the original container showing dosage rates and expiry date. They must be accompanied with the relevant consent form.

- ⇒ Staff **will not** administer aspirin or medicines containing ibuprofen to any child under 16 unless it has been prescribed.
- ⇒ Staff will only issue medication to pupils in accordance with parents' written instructions on Form 2.

This includes the administration of paracetamol.



Disposal of Medication

It is a parent's responsibility to ensure that medication has not reached the expiry date. Medicines will not be administered or kept past their expiry date.

Expired medication will be taken to a local pharmacy for safe disposal or disposed of in a 'sharps bin'.

Any medication remaining at the end of term will not be given to pupils without written consent from parents.