

Managing medicines on school premises

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Where this is not possible, the following will apply:

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

No child will be given prescription or non-prescription medicines without their parent's written consent. (Medicine Administration form - Appendix 1)

- Non-prescription medicines will be administered by parents, should they be needed during the school day. For the administering of non-prescription medicines during an educational visit, parents should provide written consent.
- No child will be given a medicine containing aspirin unless it has been prescribed by a doctor. Parents will be required to give their written consent.
- Analgesia will be administered in exceptional circumstances. For children who regularly need analgesia (e.g. for migraines) an individual supply of their medication should be kept at school with the appropriate paperwork completed. For any other exceptional circumstances the pain relief should be brought in and a consent form signed by the parent.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or pump, rather than its original container.
- Medicines will be stored safely and refrigerated if necessary in the First Aid Room. Children who need to access their medicines immediately, such as those requiring asthma inhalers, will be shown where they are. On educational visits, medicines will also be available and they will be looked after by a relevant member of staff.
- If a controlled drug has been prescribed, it will be kept securely and stored in a non-portable container. Named staff only will have access to such medication so that it can be administered to the specific child. The school will keep a record of doses administered, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered will be noted.
- Dates on medication will be checked regularly. When no longer required, or out of date, medicines should be returned to the parent to arrange for safe disposal or replacement. Long term medication such as inhalers will be returned to parents for the summer holidays.
- Written records will be kept of all medicines administered to children and parents will be informed if their child has been unwell at school.