



# **SHARPLES PRIMARY SCHOOL**

## **POLICY FOR MEDICINES IN SCHOOL**

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|-----------------------|---------------|
| Reviewed by           | Governors     |
| Date                  | February 2020 |
| Approved by Governors | February 2020 |
| Date for renewal      | February 2022 |

Legally schools are not compelled to administer medication to children, because of the risks involved and possible legal consequences. We will, wherever possible, assist children and parents by administering medicines in school time in line with the policy below.

## **AIMS**

1. To safeguard against accidents arising from the transport, storage and administration of medicines.
2. To remind parents that it is their responsibility to ensure correct administration of medicines.
3. To protect the staff and school in case of errors.
4. To avoid unnecessary exclusion of any child who is fit for school but who is completing a course of treatment.
5. To help those children with longer term disorders (e.g. asthma) to take appropriate medicines so they can take as full a part as possible in all school activities.
6. To effectively manage systems to support individual children with medical conditions.

## **SHORT TERM ILLNESS**

1. When children are unwell, or have an infectious illness they should not attend school.
2. Whenever possible, children who have recovered, but are completing a course of treatment, should return to school.
3. Every effort should be made for medicines to be administered at home and not at school. For instance, a course of antibiotics which is to be taken 3 times a day can usually be given to the child: before leaving school in the morning; immediately upon returning home in the afternoon; before going to bed at night.

If it is essential for a child to receive medication during the school day the parent should bring the appropriate medicine to school at a suitable time (e.g. lunch time) and administer it to the child in the school office. After the dose has been administered the parent must take any remaining medication with them when they leave the school premises.

On occasions when it is impossible for a parent to visit the school to administer a medicine the parent may request that the child administer their own medicine under the supervision of a member of the school staff during the school day. The parent must complete a 'Request for Self-Administration of Medicine form'.

The details should include:

- the name of the child
- the reason for the request
- clear dosage instructions
- the duration of course of medicine
- parent contact name/number

This states parents will administer medication, however, as we administer medication it should state that we are not to be held responsible if not given at correct time.

It is not possible to store medication in the fridge. If medication needs to be stored in a fridge then the parent/carer must bring it into school at the required time. All medicines must be collected by an adult.

If the school agrees, the medicine must be brought to school by the parent/responsible adult, not the child, and delivered personally to the school office. When parents deliver the medicines they must also fill in/return the signed request form to show that it is their decision to leave the medicine in school for it to be administered by their child under the supervision of a member of staff.

The medicine should be clearly labelled with

- the child's name and class
- the name of the medication, the prescribed dose and the time of administration.  
If required, a suitable medicine spoon should be included.

## **LONG TERM ILLNESS**

With certain long-term illnesses e.g. asthma, it is important that children have their treatment at agreed times through the day, or available for use as needed.

If this is so for your child please:

1. Give the Headteacher a written request for the treatment to be kept at and used in school, using the same form as for short-term medicines.
2. Deliver the medication to the school office.

Inhalers should be clearly marked with your child's name and retained by them so they have direct access to use as required.

Any medicine left at the end of the course must be collected by a parent/ responsible adult on the finish date specified on the request form. Any medicines which are not collected will be disposed of.

## **MEDICAL CONDITIONS**

Pupils with medical conditions will be supported appropriately to enable them to take part in all aspects of school life. Staff will liaise with parents and medical professionals to write an individual care plan to meet the needs of the pupil and carry out any associated risk assessments. These will be reviewed regularly.

## **SUN CREAM**

In warm weather it is advisable that a twelve hour sun cream is applied at home in the morning. Sun cream must not be brought into school and no adult is permitted to apply sun cream.