Great Hucklow Primary School
Administration of Medicines
in School Policy
GREAT HUCKLOW PRIMARY SCHOOL

POLICY FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL

Staff and Governors understand that there will be occasions when it is necessary for children to take medication at school. The School follows the guidelines and code of practice published by Derbyshire LA, to ensure that medicines are administered safely.

The following points are emphasised to parents:

1. Pupils who are unwell should NOT be sent to school. Doctors may advise that children who need to take prescribed medication, can attend school, usually in the following circumstances:
   i. because they are suffering from a chronic illness or allergy, or
   ii. when they are recovering from a short-term illness, but are required to complete a course of prescribed treatment.

2. To minimise the need to take medication at school, parents should:
   i. be aware that a three times daily dosage can usually be spaced out evenly throughout the day and does not necessarily have to be taken at lunchtime, and
   ii. ask the doctor if it is possible to adjust the medication to avoid school times.

3. Parents are responsible for the administration of medicines to their children so that if a child needs a dose of medicine at lunchtime, the parent should, if possible, come to school to administer it. If this is not possible, the school will administer the medication under the following circumstances:
   i. the medicine has been prescribed by a doctor, and
   ii. the medicine is clearly labelled and is accompanied by administration and storage instructions, and
   iii. **the medicine is sent with a completed authorisation form.**

4. The school will NOT administer medicines under the following circumstance:
   i. it is the first dose of a medicine that is new to the child

5. In some circumstances the school may administer some ‘over the counter’ non-prescription medicines under the following circumstances:
   i. the non-prescription medicine should be accompanied by a parental consent form
   ii. non-prescription medicines should only be allowed into school in their original containers which clearly state what they are and maximum dose and dose frequency.
   iii. only sufficient medication for one day’s dose should be allowed into school (within reason)

**NB:** School will not administer aspirin or medicine containing ibuprofen unless prescribed by a doctor.

6. For children in the Foundation Stage and KS1, medication should be handed to the KS1 teacher or the school secretary. For KS2 children, medication should be handed to the KS2 teacher or the school secretary.
Procedures for Administering Medicines in School:

1. Teachers and the school secretary will ensure that medicines to be administered:
   i. have been prescribed by a doctor (or see section 5 above), and
   ii. are clearly labelled and accompanied by administration and storage instructions, and
   iii. are sent with a completed authorisation form.

2. Medicines will be stored in a secure box. We have a fridge for medicines which need to be refrigerated.

3. Only the designated members of staff will administer medicines. These are the School secretary, the FS/KS1 teacher, the KS2 teacher, teaching assistants or the head teacher.

4. Dosages and times of medicines administered by teachers will be recorded in the Record of Medicines Administered, by the secretary’s desk.

5. Authorisation forms will be available from the school secretary.

6. When the course of medication has been completed, any remaining medicine will be returned to the parents.

Special Circumstances:

Inhalers
Children requiring inhalers who are capable enough of taking their own inhalers, will keep the inhalers in a closed bag in a central place. Inhalers must be clearly labelled with the child’s name and must be identified as a ‘reliever’ or a ‘preventer’. In circumstances where a child requires assistance to use an inhaler, parents should liaise with the class teacher to make the appropriate arrangements.

In other special circumstances, medicine will only be administered after specific advice and training is sought, and in line with the Derbyshire LA Guidelines. These circumstances could include medication for the treatment of anaphylactic shock.