



## Guidance for Administering Medicines

- Parents wishing their child to receive any medicines in school should complete and sign an authorisation form which can be found on the school's website or can be obtained from the school office.
- Medication must be brought into school by a responsible person and taken home by a responsible person at the end of the day, or for antibiotics, at the end of the course. Medicines will be disposed of if they are not collected.
- Pupils should **never** be given aspirin.

### Prescribed Medicines

- All prescribed medicines should always be provided in the original container as dispensed by a Pharmacist, have the patient's label and show the Pharmacist's details (name, address & telephone number), the type of medicine and prescriber's instructions for administration.
- Medicines should not be accepted that have been taken out of the container as originally dispensed, nor should changes be made to dosages on parental instructions.
- All medicines must be kept in the kitchenette out of the reach of a child. Any medicine requiring refrigeration should also be kept in the kitchenette.
- Controlled drugs which may be prescribed as medication for use by children with ADD/ADHD e.g. methylphenidate (Ritalin, Equasym, Concerta XL) must be kept locked in the first aid cabinet. A record of medicine received and administered should be kept for audit and safety purposes.
- The person who administers the medicine must check the consent form completed by the parents, check the name and dosage instructions on the container's label, check the time and complete a written record of the date, time, medication and dosage given.
- If a child has asthma, an asthma form must be completed by the parents and be updated if medication changes but always at the beginning of the academic year. Teachers have access to these forms, which are kept in the red Pupil Medication Record file in Office 1.
- Pupils may be allowed to take responsibility for self administration of medicines, such as asthma medication. If this is the case it must be part of the written agreement with the child's parent and the school.
- All inhalers and spacers should be named and kept in the first aid cupboard in the kitchenette apart from Foundation Stage children whose inhalers are kept on the shelf in their class cupboards. It is the responsibility of the Office to check the 'use by' date and obtain a replacement when necessary.
- **All** staff are made aware of children with specific medical conditions (e.g. diabetes, epilepsy, severe allergies requiring epi-pens). For those children, emergency treatment is kept in the first aid cabinet in the kitchenette. Their details can be found inside the accident book below the sink in the kitchenette.

### Non Prescribed Medicines

- Non-prescribed medicines (Calpol, Piriton, etc.) must be supplied in the original container, clearly marked with the child's name and dosage instructions. The time and dosage, if already administered at home that morning, should be recorded on the authorisation form. Non-prescribed medicines will not be administered for more than 3 days in a row. After this, parents should be encouraged to refer the matter to the child's GP.
- Ice packs are kept in a Tupperware box in the fridge in the kitchenette and should not be used unless covered with a disposable plastic bag. After use, the bag should be disposed of and the ice pack put back into the box.

**For detailed information, please refer to the red file kept in Office 1 entitled 'Pupil Medication Record' and read 'Young People's Health and the Administration of Medicines Guidance'**