



Medicine Policy

Introduction

We believe that:

- Children should have the opportunity to come to school if they are well enough to do so even if they may need medication during the day.
- Regular attendance is important for all children in order for them to progress in their education and not fall behind.

Implementation

- All prescription and non-prescription medicines are held in the office with the appropriate form completed and filed in the 'Record of medicines administered to children' file (appendix 1)
- All medicines are labelled with a sticker indicating name, class, date and expiry date and placed in the office fridge if necessary.
- The school will dispose of medicines after their expiry date.
- Parents are requested to collect remaining medicines from the office at the end of the school year in July. Remaining medicines are disposed of.
- If any child on a school trip requires medication to be administered during the trip the medicine will be handed to the teacher in charge with instructions. Epipens are also given to the teacher.
- The office staff are responsible for managing and supervising the administration of medicines and maintaining a record of medicines administered in the 'Record of medicines administered to children' file.
- Any parents requiring the school to administer medicines to their child should complete the Medicine Permission form at the school office. Medicines should be handed to office staff by the child's parent and if needed after school hours collected by the said parent. On completion of the course all unused medicines should be collected by the parent.
- Any child in need of long term illness will be treated individually with appropriate measures put into place to meet their individual needs alongside consultation with parent.
- Where a child is considered responsible enough they may carry their asthma inhaler. All other medicines are to be held in the office and/or classroom.
- Appropriate staff members will be notified of any medical conditions of children in their care and measures in place to support the child.
- A record of long term medicines held on the premises is kept in the School Office and also on SIMS in the Pupils medical records. School office regularly audit medicine with an expiry date.
- Medicines are kept in the School Office under the control of the office staff. All staff members know where the Epipens are kept and they are in a place easily available in an emergency. A card system is in place in order that Epipens can be collected from the office in an emergency.
- All staff are trained in the administration of Epipens. Refresher sessions are run annually for all staff. New staff are trained when they join the school.
- Staff at Shepherd Primary School accept no responsibility whatsoever for omitting to administer medicine or administering the medicine at a time different from that specified in the permission form.

Review

This policy will be reviewed in 3 years, sooner if necessary.



MEDICINE PERMISSION FORM

CHILD'S NAME:

CLASS:

I authorise the following to be administered to the above named child by staff of Shepherd Primary School.

Medicine to be taken:

Dosage:

When to administer the medicine:

Reason for this medication to be given:

.....

I give permission for this medicine to be administered from:

(Date).....to

Expiry Date.....

Doctor's name:

Doctor's telephone number:

I understand that whilst all best efforts will be made, staff of Shepherd Primary School accept no responsibility whatsoever for omitting to administer this medicine or administering the medicine at a time different from that specified above.

Signed: (Parent/Carer)

Date:
