

# **AYCLIFFE DRIVE PRIMARY SCHOOL**



## **Administering Medicines Policy**

**Updated November 2018  
To be reviewed 2021**

**Staff Responsible**

Mrs M Green  
Mrs P Gent

Head teacher  
Chair of Governors

# AYCLIFFE DRIVE PRIMARY SCHOOL

## **Administering Medicines Policy**

### **Purpose of the policy**

This policy has been implemented to ensure no children within the schools care are at risk of being given medicines, whether prescribed or non-prescribed, without clear guidance and authorisation of parents. It forms part of our safeguarding procedures and follows the guidance issued by the DfES in March 2005 and reviewed in January 2013 ('Managing Medicines in Schools and Early Settings').

The only medications which can be administered by staff in schools are those prescribed for a pupil by a doctor following a filled in written authorised request form to administer medicines from school. Commercially available medication such as painkillers, antiseptics, throat lozenges etc must not be sent into school by parents and pupils, and **will not** administered by school staff.

All staff are first aid trained, epipen trained and a number of staff have been trained to work with diabetic children to monitor their condition.

### **Agreed Procedures**

#### **Parents/Carers should:**

- Through discussion with their GP, parents should endeavour to administer medicines outside of school hours.
- If a prescribed dosage is such that the medicine needs to be administered within school hours (e.g. more than 3 times a day) parents must request and complete a medical request form.
- Parents that feel that their child requires medication apart from a prescribed one (e.g. calpol) or less than four times a day the parents with the school's permission may administer it to their child during their lunch break.
- Parents are requested to ensure all medicines are placed in an air tight container with the child's name clearly marked on it. The medication should be still in its original packaging with the dosage on (with a 5ml spoon/syringe), the pharmacy label, date dispensed, length of time to be administered and the child's name.
- All medicines must be handed in to the school office at the beginning of each school day, along with the completed request form.
- Parents must ensure that the medication is collected from the school office at the end of each school day.

#### **School will:**

- Ensure that all medications are stored correctly and safely.
- School will notify parents when asthmas inhalers that that kept in school are out of date.

- Administer prescribed medicines on request that are in their original container and clearly labelled.
- Administer prescribed medicines in accordance to the dosage instructions on the original packaging.
- Record all medicines that are administered in the first aid book and the child's individual medication record sheet kept in class.
- Will not administer non-prescribed medicines including paracetamol, calpol, ibuprofen, lipsil and throat sweets.
- The school will not administer any other inhaler except a reliever to any child.
- Encourage and support children to manage and self-administer their own medicines (e.g. inhalers, epipens and adrenalin).
- Will provide staff with adequate training to permit them to safely administer prescribed medicines.

**Monitoring this policy:**

- The Head teacher and Governors are responsible for ensuring this policy is followed by all staff at Aycliffe Drive Primary School and will monitor records as part of the safeguarding practise.
- This policy will be reviewed bi-annually and reflect any new guide lines from central government.

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