

Prenton Primary School

Medicine policy



INFORMATION FOR PARENTS

At Prenton Primary School we appreciate that children may need to take medicines whilst at school. We will endeavour to make this possible wherever possible but the school has to follow the latest guidance for this to take place. This booklet is aimed to explain the procedures in place in school as simply as possible.

If a child is deemed to be fit to return to school but needs to continue with the medication, it is preferable that a parent comes into school to administer the medicine. When this is not possible a parent should make a request for the medicine to be administered.

All medicines are administered at the discretion of the Headteacher with due regard to the needs of the child.

Medicines and drugs will be administered

- a) When a completed form regarding the administration of medicines has been received from the parents which indicates that it is necessary for the child to take medicine during school hours and which gives clear instructions concerning the required dosage. If possible, medicines which are prescribed to be taken three times a day should be taken before school, after school and at bed time. Only medicines prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber may be administered. **The medicine must be in the original container** and include the prescriber's instructions for administration. The parent or doctor should sign the form. See attached form
- b) Parents may request that non prescribed medicines be administered in school. This must be accompanied by a completed form from parents and will only be administered at the discretion of the Headteacher. Non-prescription medicine may not be given to children under the age of 8. Staff are not allowed to administer aspirin or ibuprofen unless it is prescribed by a doctor.
- c) The medicine is delivered into the school by an adult and given immediately to a member of staff. Medicines must be collected by a parent from the office at the end of the day.

**PLEASE ENSURE THAT YOU HAVE FILLED IN THE FORM AND HANDED IT TO THE OFFICE.
SPARE COPIES OF THE FORM ARE AVAILABLE FROM THE OFFICE**

The medicines will be kept in the locked cupboard in the Office. The medicine should be clearly labelled with contents and owner's name and dosage.

The medicine should be self-administered but under adult supervision unless the child is very young and needs an adult to administer the medicine. A written record will be kept of the date and time that the medicine was administered.

Cough sweets in school

Cough sweets etc. are not deemed to be medication and parents give those to children at their own risk. It is the policy of the school not to have sweets but we realise there are occasions when a sore throat cough sweet might be seen as bringing relief if a child is otherwise well enough to attend school. Cough sweets must be accompanied by a letter authorising that a child may take the sweet. The cough sweets must be given to the class teacher who will store them in a safe place. The child must take the sweet in the classroom and not be allowed to take it in the playground, as this is a choking hazard.

Ritalin

There are occasions when children are prescribed Ritalin for ADHD and it is necessary for the medication to be administered in school. This will only be given if the paediatrician has agreed it, contact has been made with the school, the relevant form from the parent has been received and only a small amount of the drug is sent into school.

Asthma

When a child requires the use of an inhaler/spinhaler, it will be necessary to decide whether this should remain with the child or be kept in the office. Where possible the child should be encouraged to manage his/her own medication and to remember to have their inhaler with them at all times. (See asthma policy) It would be helpful if parents could ensure that their child has a separate inhaler for use in school. Thank you.

Medicines and drugs will not be administered:

- Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken.
- Where some technical or medical knowledge or expertise is required.
- Where intimate contact is necessary.

Injections and Epipens

Injections may only be administered by a qualified nurse or doctor. Under no circumstances can any member of staff administer an injection. In an emergency, for example, if a diabetic pupil urgently needs insulin, the Headteacher would have to summon medical assistance.

The only exception to this would be if the school was asked to consider administering an adrenaline auto-injector e.g. Epipen and Anapen used in the treatment of anaphylaxis (acute allergic reactions) affecting a very small number of pupils. Individual cases should be discussed with the Health Authority and Local Authority personnel. Epipens will not be locked away and all staff should be aware of the location of the Epipen. Staff will receive regular training on the use of the Epipen. Parents are requested to supply the Epipen in a plastic container with the child's name clearly written on the front with information on the correct procedures and any allergies etc. Please contact the Headteacher if this is required.

Safety of medicines

Unfortunately medicines which have to be kept in a fridge cannot be stored safely in school. Parents would be asked to bring the medicine into school at the appropriate time if necessary. Wherever possible please try to administer medicines outside the school day.

If a child is diabetic a Sharps box must be used for the safe disposal of needles. Parents must provide the Sharps box.

If you are unsure please contact the office for advice. Thank you.