

## Telford Junior School

### Medicines in School Policy

In the interest of safety, the school is advised to make clear to parent/carers and staff arrangements governing children taking medicine in school. This policy has been compiled in accordance with the Warwickshire Schools Health Directory. The policy has been agreed with staff and formally approved by the Governing Body.

#### Arrangements Governing Medicines in School

1. No member of staff, teaching or non-teaching, **in any school** can be made responsible for administering medicines or drugs to pupils.
2. The school will hold medication for children with long-term medical conditions. All medicines must be prescribed, with appendices 1 and 2 being completed.
3. All medicine should be in its original container, bearing the manufacturer's guidelines, and pharmacist instructions. Medicine must not be re-labelled and instructions must not be re-written.
4. The school has been advised that most medication can be managed by doses timed to be outside the school day. Most children receiving medication do not usually require more than three doses per day. These could be given before school, after school and at bedtime, for example. If a child is prescribed three doses of medicine therefore, it should not be brought into school.
5. If a child is receiving more than three doses per day, or if a child has been quite unwell, perhaps the child should not return to school until they no longer need medication during the day.
6. Should it be considered necessary for a child to receive medication in school, under exceptional circumstances, only prescribed medication will be administered. (The one exception would be travel sickness tablets, for school trips, provided that the medication has a recognised label and that the parental responsibilities outlined under 'Exceptional Cases' are adhered to).
7. The school will not accept medicines which are not prescribed. If parents consider non-prescribed medicines (including cough sweets and cough medicine) to be necessary during school hours, parents or their representatives must come into school and take responsibility for administering these.

#### Exceptional Cases

For children who require regular medication, or who through exceptional circumstances require medication at a particular point in time, the procedures below must be followed:

1. Only prescribed medicine will be held / administered on the school site.
2. Appendices 1 and 2 must be completed in all cases (including travel sickness).

3. Children will be encouraged to administer the medicine themselves (e.g. inhalers), or have it administered by their parent (or parent's representative) in school. Children will be supervised (and assisted if required) when administering medication themselves.
4. The parent should arrange delivery of all medicines to be taken or administered in school. The parent should arrange for the removal of unused/unwanted medication.
5. All medicine should be in its original container, bearing the manufacture's guidelines and pharmacist's instructions. Medicine must not be re-labelled and instructions must not be re-written.
- 6. Staff members do not have a medical qualification and, therefore, are expected to respond to a level of skill of a caring parent and not to be medically competent.**
7. All medicines will be securely stored in the lockable medicines cabinet, with the exception of inhalers and epi-pens. Some children may have inhalers kept with them in classrooms. All medicines will be taken with the child on off-site activities, so that the child can gain easy access, should the medication be required. Travel sickness tablets, for school trips, should be held by the teacher/teaching assistant and given to the child at the appropriate time for self-administration (Appendices 1 and 2 will need to be completed).

**Reviewed: June 2020**

**APPENDIX 1**

**TELFORD JUNIOR SCHOOL**

**Agreement for School Setting to Administer Medicine**

Name of Child	
Date of Birth (dd/mm/yyyy)	
Class	
Medical condition or illness	
<b>Medicine</b>	
All medicine should be in its original container, bearing the original manufacturer's guidelines and pharmacist instructions. Medicines must be clearly labelled with the child's name and class.	
Name/type of medicine (as described on the container issued by the pharmacist)	
Date dispensed	
Location of Inhaler	Kept with pupil <input type="checkbox"/> Staff area <input type="checkbox"/>
Expiry date	
Dosage, method and timing	
Are there any side effects that the school needs to be made aware of ?	
All medicine (apart from auto-injector pens) to be self administered (overseen by a member of staff)	Please tick Yes <input type="checkbox"/>
Procedures to take in an emergency	
<b>Contact Details</b>	
Name	
Daytime telephone no.	
Relationship to child	
Address	

Continued overleaf .....

- I understand that I must deliver the medicine personally to the school office and that medicines should be in the same container as dispensed by the pharmacy.
- The above information is to the best of my knowledge accurate at the time of writing and I understand that I must notify the school of any changes in writing.
- I consent to the above medicine being administered to my child.

Parent's/Carer's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Permission to Administer School's Auto-injector/Inhaler**

If your child has a prescribed auto-injector or inhaler, please indicate below if you give your permission for the school's auto-injector/inhaler to be administered to your child if your child's auto-injector/inhaler is not available

I give permission for the use of the school's auto-injector to be administered to my child Yes  No

I give permission for the use of the school's inhaler to be administered to my child Yes  No

Parent's/Carer's Signature \_\_\_\_\_

Date \_\_\_\_\_



