



GLASSHOUSES COMMUNITY PRIMARY SCHOOL

MEDICINE POLICY

Our aim is to enable regular attendance by working in partnership with parents in administering medicines. This policy has been drawn up with reference to N.Y.C.C. Health and Safety Guidance and 'Managing Medicines in Schools and 'Early Years Settings'.

Medicines should only be brought into school when essential, that is where it would be detrimental to a child's health if the medicine were not administered during the school day. We will only accept medicines that have been prescribed by a Doctor, Dentist, Nurse Prescriber or Pharmacist Prescriber. Medicines should always be in the original container as dispensed by a Pharmacist and include the Prescriber's instructions for administration.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the Prescriber about this. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and bedtime, as recommended by DFES 'Managing Medicines in Schools and Early Years Settings'. March 2005.

It is our policy that only PRESCRIPTION MEDICINES may be brought to school and administered to children by staff and that the following guidelines apply.

- All medicines must be accompanied by a Medicine Administration Form, specifying time and frequency of dosage and signed by a responsible adult.**
- All medicines must be handed in to a member of staff on arrival to school to enable safe storage.**
- All medicines must be in the original container with the details of quantity/frequency of dosage.**
- All medicines will be administered by a member of staff and witnessed by a second member of staff.**
- All administration of medicines will be recorded, showing time and dosage, in the Medicine Book, by the member of staff administering and will be signed by the member of staff witnessing.**

- **Medicine will be returned at the end of school day with a Medicine Administration Slip, completed by the administering adult. It is the parent's responsibility to check the recorded dosage/time before administering any subsequent medicines.**
- **A Medicine Administration Form should be completed and handed in to school for each day of the duration of the course of treatment.**
- **Non prescription medicines/creams/cough sweets/cough medicines are not to be brought to school. Any parents wishing to administer any of these to their child during the school day should contact school staff to arrange mutually convenient times for the parent to administer the medicine to the child.**

Inhalers

Inhalers are retained in the classroom for ease of access. Each child's inhaler is named and it is parent's responsibility to ensure that the child knows how to use the inhaler correctly and that it is in date. Parents will be informed in writing should their child use their inhaler through the day.