



## **POLICY ON ADMINISTERING MEDICINES**

Stretham School staff will follow the Medical Authority advice and will not administer unprescribed drugs or medicines.

- 1 Staff should discourage parents from bringing medicines into school. Parents may come into school and administer medicines themselves during the lunch hour if necessary or make alternative arrangements.
- 2 However if medicines are to be administered during school hours these **MUST:-**
  - A Be those that require dosage required 4 times a day (3 times a day can be administered at home) or those that are explicitly prescribed for times that fall within the school day.
  - B Be complete with written instructions and a letter of permission from the parents.
  - C Be in the original container, clearly labelled with:
    1. its contents
    2. the owner's name
    3. dosage
    4. the prescribing doctor's name
  - D Be stored in the staffroom locker/fridge.
- 3 In the event of prescribed medicines being brought to school these should be given to the office or to one of the trained First Aid Staff at the beginning of the day.
- 4 Medication will be administered by trained First Aid Staff at the agreed time.
- 5 A record will be kept of all prescribed medicines given to a child and the Headteacher will be informed.
- 6 Where inhalers have been prescribed to children with asthma these should be kept for the child to use as and when required. The school asthma card must be regularly updated.
- 7 Other long term medication (more than 10 days) will require the parent to complete an LA Medical Information and Consent Form available from the Head.
- 8 Under advice the School will reserve the right to refuse a request for a medicine's administration.