



CHALONER PRIMARY SCHOOL

Medicines in School Policy

We are advised by the LA to follow a carefully laid down procedure.

It is best if medicines are given at home and doctors will give you advice on dosage times to overcome the problems of them being administered in school time.

If medicines do need to be administered in school, then the following steps must be taken, otherwise we cannot help.

- 1 The medicine, including inhalers, must be in a labelled container which clearly proves it has been prescribed by a doctor or be accompanied by a letter from a doctor with details of dosage.
- 2 The parent must see Mr Peagam or Mrs Baxter and complete the necessary form before medication can be administered.
- 3 The medication must then be handed into the school office by the parent for checking and secure storage.
- 4 These conditions also apply to inhalers which might be necessary in the case of breathing difficulties. The requirements set out in 1 and 2 apply to these also but requirement 3 does not apply as some children will need to carry inhalers with them or need more immediate access to them.
- 5 Epi Pens for children are kept in the classroom and will be administered as and when required.
- 6 Except for inhalers, other medicines will be given by our first aiders, Mrs Bailey or Mrs Ibbotson. Analgesics, (paracetamol, aspirin) may not be given by **any** school staff. The class teacher and support staff are trained annually to support any child in monitoring insulin levels and in administering injections as required.
- 7 A medicines log is kept for medicines given regularly.
- 8 Medicines are kept in secure storage.
- 9 Children without their inhalers in school will not be allowed to participate in sporting activities or trips.

It is important that any medical problems of any nature are made known to school.

Whilst we are anxious to encourage good attendance we ask that medicines in school are kept to an absolute minimum within the guidelines stated. School will not administer any medicines that fall outside these guidelines.

This policy will be reviewed in Autumn 2016 or in line with any new DfE directives and guidance.