

Administration of Medicine Policy



Version Number:	2012
Governing Body sign off:	--
Next Review Due By:	--

Following advice given by Kirklees and other bodies, Headlands School has drawn up the following policy regarding the administration of medicine to pupils in school.

PARENTS/GUARDIANS

We feel that parents/guardians are responsible for the administration of medicine to their children. Sometimes, doctors recommend that children attend school whilst still taking medicine. This can be for various reasons.

MEDICINES THAT THE DOCTOR HAS PRESCRIBED

Most medicine such as penicillin is available for administering 3 times a day so it can be administered before and after school. You are advised to ask the doctor to prescribe this dosage.

If medicines that the doctor has prescribed need to be administered during the daytime following illness, it is the responsibility of the parent or the carer. However, in exceptional circumstances, a member of staff will take responsibility for administering prescribed doses during the school day, but only if:

- **the medicine is prescribed by a doctor**
- **the medicine is not available in '3 times a day' dosage**
- **the medicine is accompanied (daily) by a signed permission slip**

All medicines coming into school must be handed to a member of the office staff so that appropriate documentation can be completed. Medicines must not be handed in to class teachers or brought into school by children. Please note that we do not have facilities for storing medicines that need refrigeration.

If any other long term medical conditions such as diabetes or epilepsy occur, please notify the class teacher and/or inclusion manager at the time so that appropriate provision can be made.

MEDICINE THAT THE DOCTOR HAS NOT PRESCRIBED

Children often arrive at school with 'Tunes', 'Locketts' or other cough sweets, which parents have given to them to ease a cold or sore throat. In many cases these are unfortunately treated as sweets and are eaten regularly or passed around friends. Therefore, these are not allowed in school. Also, painkillers that are not prescribed by a doctor, such as calpol, cannot be administered in school.

ASTHMA

We have found that most children who suffer from asthma and have the need to use an inhaler, are able to independently use their inhaler when required. It is agreed that each child should therefore take care of his/her own named inhaler and carry it when necessary, rather than leaving it under the supervision of a teacher. However, if this proves to be difficult for younger children (Reception/Year 1), the inhaler may be kept in a safe but accessible place in the classroom.

Please ask your doctor to provide an inhaler to be kept in school in addition to the one at home so that one is always available.

VOMITING AND DIARRHOEA

Children who have vomited or had diarrhoea must not come into school until 48 hours has lapsed after the last incident of sickness or diarrhoea. This is to reduce the risk of spread of infection in the school community.

OUT OF SCHOOL VISITS

All necessary prescribed medication will be taken on school trips and visits providing there is current parental consent in school.