



# Lings Primary School

## Medicines Policy

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## 1 Introduction

Lings Primary School is prepared to administer **prescribed medicines**, but only in exceptional, life-threatening, circumstances.

- All medication is administered at the Head Teacher's discretion and with the agreement of staff.
- All medication is administered by specified staff.
- Prior to the acceptance of any specialised emergency administration requests from a parent or guardian, professional advice will be sought. An assessment of the request will then be carried out and, with the agreement between the School and the parents/guardians, appropriate procedures and practices will be formulated.

## 2 Asthma

- All prescription medication being administered on the written instruction of a parent or guardian, eg inhalers, will be stored securely to prevent misuse, but allow quick and unfettered access.
- Where a pupil's doctor has formally stated that a child should supervise their own medication, problems may occur if for example an inhaler is lost, stolen or broken.

The School cannot accept responsibility for medicines under these circumstances and will not hold spare, non-patient specific medicines or asthma inhalers.

- Standard emergency procedures will be followed in the event of the loss or breakage of an inhaler. Parent/guardians should agree the procedure at the time the procedure for treatment is formulated, see Para 1 above.

### **3 Procedures**

3.1. The medicine (e.g. inhaler) must be brought to the School by the parent or guardian and handed in at the School office.

3.2. Each time the medicine is brought in to School, a written indemnity and a parental agreement form must be signed in the office.

3.3. The medicine must be in the original, prescribed container, clearly labelled with the child's name and the dosage.

3.4. A record will be kept by the School of any medicines administered, including supervised use of asthma inhalers, with dose and time administered.

3.5. The instructions for administering the medicine will be confirmed with the responsible member of the School staff.

### **4 Medicines other than exceptional cases**

#### **4.1. Antibiotics**

- It is recommended that children who are unwell and taking antibiotics should remain at home until the completion of their treatment.
- If, towards the end of the treatment, parents would prefer the child to attend School, it remains a parental responsibility to administer any medicine which may be required during the school day.
- Parents should seek advice from their doctor with reference to the administration and timing of doses of medicine during the day.

#### **4.2. Medicines requiring technical expertise/intimate contact**

- The School is unable to administer medicines which require technical expertise or intimate contact, e.g. ear drops or eye drops.

- Parents should come to School to administer these medicines, or children may return home at the middle of the day, if this is required.

### **4.3. Patent and other medicines**

This refers to any treatment, preparation, medicament, herbal or homeopathic formulation or any other type of chemical, solution or drug, including all 'over the counter' medicines eg analgesics which have NOT been prescribed by a local General Practitioner or hospital.

- These will not be overseen or administered by the School.

## **5 Residential Visits**

This refers to any occasion when a pupil is away from home overnight and in the care of the School, such as the annual residential excursions for Years 3,4,5 and 6.

- ◆ In the case of a residential visit, specific parental permission will be sought for the administration of medicines if appropriate. This could include travel sickness pills or antibiotics etc.

### **Confirmatory Signatures**

**Signed.....Head Teacher**

**Signed.....Governor**

**Approved on.....**

**To be reviewed on.....**