

St Paul's Church of England Primary School



Administering medicine - Administration of Prescribed Medication

Whenever possible parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents wish the school to administer the medication (in *loco parentis*) they should give the Headteacher a written request (using the appropriate form) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). Oral information from the pupil or parent will not be acted upon. (A copy of the form required from parents can be obtained from the Office).

If required, the parents will be able to visit the establishment during the day to administer medication in person.

The parent must supply the medication in a suitable container clearly labelled with:

- the child's name

- the name of the medicine
- the method, dosage and timing of administration
- the date of issue
- the expiry date

Details of possible side effects should also be given.

The medicines should preferably be packed and labelled professionally. Where possible not more than one week's supply should be sent at one time.

It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.

Medicines will be kept in a safe place, separate from the first aid box. Bronchodilators and medications needed in an emergency will be readily accessible. A designated member of staff will be made responsible for administering medication.

Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.

Policy to be reviewed September 2016