

Kings Langley Primary School
Medicines Policy
updated January 2019

All medicines must be accompanied by a completed **administering medicine form** (these forms can be found in the rack outside the school office.)

Prescribed medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Non-prescribed medicines

Staff should never give a non-prescribed medicine to a child unless there is specific need. Please remember that a child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Administering medicines

No medicines should be given without their parent's written consent. Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container.

Staff must complete and sign a record each time they give medicine to a child - this record will be held in the first aid room.

Self management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines. If children can take their medicine themselves, staff may need only supervise. Children cannot however carry and administer their own medicines.

Refusing medicines

If a child refuses to take their medicine, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day.

Storing Medicines

Large volumes of medicine can not be stored. Staff should only store, supervise and administer medicines that have been prescribed for an individual child. *A few medicines may need to be refrigerated.*

Inhalers

These must be kept with the child. It is the responsibility of parents to ensure that their child knows how and when these should be used.

Disposal of medicines

Staff should not dispose of medicine. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Emergency procedures

A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Staff should never take children to hospital in their own car; it is safer to call an ambulance.

Anaphylaxis

Staff are trained annually on how to administer adrenalin (in the form of an epi-pen) in the onset of an anaphylactic shock. The adrenalin injection should be administered into the muscle of the upper outer thigh. An ambulance should always be called.

Kings Langley Primary School
Parental agreement for school to administer medicine

Name of child _____ Class _____

Name of illness/symptoms _____

Name of medicine _____ Expiry _____

Dose and frequency _____

Daytime telephone number of parent _____

Name of GP and child's surgery _____

Parent's signature _____ Date _____

