

Managing medicines in school- Parents Information

Rationale

At Brackenwood we are aware that some pupils may require medicines that have been prescribed for their medical condition during the school day. Although managing medicines is not part of a teacher's duties we appreciate that it may not be practical for parents/carers to come into school to administer medicines to their children so it will be necessary for staff to perform this role.

Broad Guidelines

- **Administration**-Medicines are generally administered by the secretary or lunchtime supervisor at lunchtime or by a classroom assistant.
- Parents are responsible for supplying information about medicines that their child needs to take at school. The parent or doctor must provide written details including:
 - Name of medication
 - Dose
 - Method of administration
 - Time and frequency of medication
 - Other treatment
 - Any side effects
- Medicines must only be administered in accordance with the prescriber's instructions, as displayed on the container/package.
- Parents/Carers must sign a permission form for medicine to be administered.
- The expectation is: if medication is to be taken 3 times a day- this would be morning before school, after school and at bed time.
- **Non-prescribed medicines/Off the shelf medicines**-in keeping with LA guidelines and Health & Safety Legislation, over-the-counter or non-prescribed medicines such as paracetamol, hay fever tablets, throat lozengers etc. must not be administered by school. Pupils should not be permitted to carry these medicines in school.
- **Self-management**- for certain conditions such as asthma, children need to have ready access to essential medication such as inhalers. Teachers may choose to keep these in labelled containers in the classroom or children may keep their own inhalers. These should only be accessible to those for whom they have been prescribed. (see asthma policy for guidelines on the management of children with asthma)
- **Storage**- some medicines should be readily available to pupils (e.g. Inhalers) whilst some may require suitable storage. All medicines will be handed to the school secretary to be locked away in a secure place in the school office.

The supplied container should be labelled with the child's name and dose and frequency of administration
- Schools should not store large volumes of medication. Ideally parents should be asked to bring in the required dose each day.
- **Record keeping**- we keep an accurate record of when medicines have been given or if a child has refused their medication. This is recorded on the appropriate record book which is kept in the school office.
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- **School trips**- staff will ensure that the same procedures are carried out when pupils are on school trips or residential activities.
- **Disposal of medicines**- staff may not dispose of medicines. **Parents should collect medicines held at school as soon as they are finished with** and are responsible for disposal of date expired medicines.