



Administering Medicine to Children

This guidance should be read in conjunction with the school's policy on Drugs.

Two principles underpin our system for administering medicines to children:

- 1) Speed of access to the medication.
- 2) The safety of our children —there must be no risk of children having access to potentially harmful medicines or for children to receive the wrong medicine.

General Medication

- The locked medicine cabinet, which stores prescribed and non-prescribed medication (excluding asthma medication), is kept in the large storage room in the junior classroom, The key hangs above a shelf high in the storage room. It is not accessible to children. This is the most central access point in the school and is accessible to all staff members, including lunchtime supervisors.
- All prescribed medicine will be given to children only after we have received a completed medical form from a parent or carer. The form gives staff permission to administer the medication and makes clear when the child should be given their medicine. Children will not receive medicine without this completed form.
- School will hold a small supply of Calpol and children's paracetamol. In the event of a very poorly child with a high temperature, staff will always contact parents to ask them to collect their child as soon as possible. If work commitments make it difficult for the child to be collected quickly, staff will always obtain verbal permission from the parent before administering a dose of Calpol or children's paracetamol to the child.
- Parents with children who are recovering from a cold or from flu-like symptoms may ask school to administer a non-prescribed medicine from home only after a form has been completed and signed giving permission and the time and quantity of medicine they would like to be administered.

Asthma Medication

- Speed of access is vital Asthma medication will not be stored in the medicine cabinet but in the child's classroom — in the large storage room if a junior pupil and in the filing cabinet by the printer if an infant. Neither location is accessible to children without adult support.
- Children in upper Key Stage 2 (Years 5 & 6) will be encouraged to take responsibility for their inhaler storing it in their bag and self-administering when necessary, after speaking with an adult.