

Mugginton Church of England Primary School



Administering Medicine to Children – September 2023

This guidance should be read in conjunction with our policy on Health and Safety and school risk assessments.

The two principles which underpin our system for administering medicines to children are

- 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.*
- The locked medicine cabinet, which stores all prescribed and non-prescribed medication (excluding asthma medication), is kept in the school office. It is not accessible to children. This is a 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 should 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 may ask for verbal permission from the parent to administer a dose of Calpol or children's paracetamol to the child. This will never happen without parental permission.
 - Parents with children recovering from cold or flu-like symptoms may ask school to administer a non-prescribed medicine after a form has been completed and signed. This information can also be shared via email.

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.
- Pupils with inhalers should have an IHP in place detailing what triggers an attack and what action should be taken.