



PARENT SUMMARY OF SCHOOL POLICY AND GUIDELINES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL

Due to the increasing number of children receiving medication in school, medicines that are not prescribed such as, 'cough medicine', eye-drops, cough lozenges etc. will not be administered by First Aid staff and are not to be brought to school.

The administration of antibiotics in school will only be permitted if the recommended dosage is four or more times per day. A prescribed dosage of three times per day is usually taken at home before school, after school and at bedtime.

Before medication can be given in school, parents must complete the appropriate Health Care forms, clearly indicating the name of medication and relevant dosage to be taken. **These forms can be obtained from the School administrator.**

We keep Paediatric paracetamol solution, (eg Calpol) in school, which can be administered on an ad-hoc basis after verbal permission has been given by parent or carer.

Parents are asked to deliver any prescribed medication to school via the school office and to collect them at the end of the day in the same way.

Children with asthma, administer their own medication under supervision of the First Aider.

Medicines are administered during the lunchtime break.

Our current qualified First Aid Staff are Mrs. Wallace, Mrs. Watson, Ms. Lee and Mrs. Bayes. Mrs. Storey, Mrs. Wallace, Mrs. Hewitt and Mrs. Yule are qualified in the administration of Paediatric First Aid.

A portable First-Aid kit and individual pupils' medicines are taken on Educational Visits and administered by a designated member of staff.

Monitoring and Evaluation

These guidelines were reviewed and agreed by the Governing Body. We are aware of the need to review the guidelines regularly. The Parents' Summary of First Aid and Medicines in School will be formally reviewed by the Leadership Support Committee annually in conjunction with the Supporting Learners with Medical Conditions Policy.

Date of last review: September 2015

Date of next review: Spring 2016