

## Milverton Primary School

### PROCEDURES FOR ADMINISTERING MEDICINE IN SCHOOL

Milverton Primary School recognises that a number of children, because of their medical condition, will require medication whilst at school.

Teachers or Teaching Assistants have no obligation to administer or to have involvement with medicines for children. Wherever possible responsibilities must remain those of the parents and medical practitioners.

In general, treatments should be managed so that it is not necessary for medicines to come to school. Most medication can be managed by doses timed to be outside the school day i.e. 3 times a day: in the morning, after school and in the evening.

Parents are discouraged from sending children to school with non-prescribed medication. Non prescribed medication will not be administered by school staff.

In cases where prescribed medication has to be administered in school time and staff have agreed to do so, the following procedures will be followed:

- Parents should arrange delivery of all medicines to be taken or administered in school to the school office;
- Medicines should be clearly labelled with the child's name;
- Parents will be asked to complete and sign a form specifying preparations, storage arrangements, dosage and circumstances under which it should be given;
- Medication will be stored securely out of reach of children;
- One member of staff should administer the medication, witnessed by another member of staff and then both should sign to say medicine has been given at what time and what dose.
- For medication in which training is required to administer it, only trained members of staff should be responsible for administering the medicine.

Parents of children who suffer from Asthma must complete an 'Asthma Inhalers in School' form.

Self-administration of certain prescribed medication such as inhalers for asthma, and glucose and insulin for diabetes, is actively encouraged even in younger children.

Further advice and guidance on administering of particular prescribed medicines can be found in the Warwickshire Schools Health Directory.