



Newchurch St Nicholas C.E. Primary School

Administering Medicines to Pupils and Care of Pupils with Medical Needs Policy

Short Courses of Medication

If a child is taking a course of medication such as antibiotics which require four daily doses, we will administer the necessary doses during school time. We will generally not administer medication which is prescribed to be taken three times a day as this can reasonably be managed at home outside of school hours.

Such medications must be prescribed by a doctor or nurse and must be brought into school in the original packaging with the directions on the label.

The parent or carer will be asked to complete a request form (copies available in the school office). The medication will be kept in the school office or when appropriate in the fridge. An appropriate adult / member of staff takes responsibility for ensuring the medication is given. Staff sign the request form to confirm when a dose has been given. At the end of the day the parent or carer is expected to collect the medication from the office and sign to say it has been returned to them.

Paracetamol, ibuprofen and other non-prescribed medications

Paracetamol, ibuprofen and other non-prescribed medications

School does not administer non-prescribed medications.

School will only administer paracetamol and ibuprofen if they are prescribed by the doctor and for long term use. A care plan will be devised in conjunction with the school nurse. School will contact the parent each time before administering these to ensure that the child has not already been medicated earlier that day. Parents and carers may attend to give these medications to their children during school time if appropriate.

Regular Prescribed Medications

Medications such as inhalers which a child may need to use regularly are kept in their class by the classroom teacher. Again, the parent or carer is required to sign a consent form for this to be given and is encouraged to speak to their child's teacher about their specific needs.

Medication such as an EpiPen which should only need to be used occasionally is kept in the school office. Again, the parent or carer is required to sign a consent form for this to be given and is encouraged to speak to their child's teacher about their specific needs.

It is the parent's responsibility to check that these medications have not exceeded their expiry date .

Pupils with Medical Needs

Information is sought from parents about their child's medical needs by a form to be circulated with the annual data collection form. Parents are encouraged to speak to their child's teacher or the headteacher about any specific needs.

Because we are a small school, any plans or actions can be tailored to an individual child's condition and needs. Recent examples include:

- 2 children with severe allergies – photos and details of allergies posted in the office, staffroom and kitchen to alert staff to potential problems.
- A child with allergies who may require the use of an EpiPen – staff trained in administration of the device.
- A child with diabetes – staff trained by a Diabetes Specialist Nurse and a written care plan devised.