



Swanbourne CE School, Mursley CE School and Drayton Parslow Village School
The Three Schools

Administration of Prescribed and non-prescribed medicines policy

Any prescribed and non-prescribed medication administered at The Three Schools will only be administered with the consent of the Headteacher or a designated person, and the parent.

When a parent requests that school staff should administer medicine prescribed by a doctor, for an illness/condition they should provide the following:-

1. A signed consent form (available from the school office and school website)
2. The medication must be fully labelled to indicate child's name, dosage and frequency of administration and the name and address of the doctor who prescribed it.
3. For pupils whose statement of special educational needs, require on-going administration of medication, a revised form should be obtained as part of the annual review procedure and their health care plan.

When a parent is aware their child has been diagnosed with asthma or has been prescribed an inhaler, they should provide the following:-

1. A signed consent form for use of emergency salbutamol inhaler (available from the school office and school website) - Which provides consent for use of the school's emergency inhalers if required.
2. An inhaler which is in date, clearly labelled with their child's name and can be left on the school premises during term time.
3. For pupils whose statement of special educational needs, require on-going administration of medication, a revised form should be obtained as part of the annual review procedure and their health care plan.

When a parent requests that school staff should administer a non-prescribed medicine, for an illness/condition they should provide the following:-

1. A signed consent form (available from the school office and school website).
2. The medication must be fully labelled to indicate child's name, dosage and frequency of administration.
3. For pupils whose statement of special educational needs, require on-going administration of medication, a revised form should be obtained as part of the annual review procedure and their health care plan.

Staff will then:

1. File the signed consent form from the parent in the administration of medicines folder (The file is kept in the first aid cupboard).
2. Store the medicine in the fridge or medical cabinet in the staffroom.
3. Administer or supervise the dosage of medicine at the stated time.
4. Sign and date the dosage given on the administration of medicines record sheet.

If the child is on a school trip, the medicine will be taken with the first aid kit and the dosage, time noted and any reactions to the medication on an administration of medicines record sheet.

Staff will administer/oversee medication to any child with a long term condition or illness e.g. asthma, diabetes etc. The medication for an asthma sufferer will be readily accessible to the child - In classroom asthma bags, stored in each classroom.

Medication for other conditions will be stored in the fridge or medical cabinet used only for this purpose.

A health care plan must be obtained from the parent/carer. (Health care plan forms available from the school office)

Where pupils require more complex administration of medicines, written instructions and training if necessary, will be provided by a school doctor or nurse.

Children are **not** responsible for their own administration of medication (except for the use of inhalers) and should not bring un-prescribed medicines (such as Strepsils) into school unless agreed with the consent of the Headteacher or a designated person and a consent form has been signed.

The Governors and staff agreed this revised policy and have ensured that it is in line with the Buckinghamshire County Council guidelines and Health and Safety code of practice.

Policy agreed by governing body - **June 2016**

Chair of governors (Swanbourne)

.....

Chair of governors (Mursley and Drayton Parslow)

.....

Head teacher

.....