



**PARENT SUMMARY OF
SCHOOL POLICY AND GUIDELINES
FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL
Archibald First School**

Due to the increasing number of children receiving medication in school, medicines that are not prescribed, cough lozenges etc. will not be routinely administered by First Aid staff and are not to be brought to school.

The administration of prescribed medicines in school will 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 office.

Parents or a responsible representative 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 lunch break. For prescribed medicines, a medicine administration record form is completed with child's name, medication and dose administered, the time given and the person who administered the medicine.

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

For non-prescribed medicines, an acknowledgement slip of administration is sent home with the child. This details the child's name, medication and dose administered, the time given and the person who administered the medication.

These members of Staff are responsible for the administration of medicine and first aid within their Key Stage.

Mrs Karen Storey – Early Years (incl. Nursery)

Mrs Linda Wallace – Early Years

Mrs Pam Patrick – Key Stage 1 and 2

Mrs Rebecca Turner (Deputy Head teacher) – will provide cover when necessary

Mrs Julia Bayes (Head teacher) – will provide cover when necessary

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Educational Visits

A portable First-Aid kit and individual pupils' medicines are taken on all 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.

Date of last review: Summer 2019

Date of next review: Summer 2020