

Warboys

Community Primary School

Headteacher - Mrs Angela Boxall



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POLICY FOR ADMINISTRATION OF MEDICINES IN SCHOOL

Prescription or home supplied medicines will only be administered to pupils under the following conditions:

- Parents have given clear instructions in writing with a date and signature.
- Parents should complete the consent form
- The dosage and name of contents are clearly stated on the medicine, as from pharmacy. (The medicine must be in its original container.)
- The child's name is clearly written on the medicine, as from pharmacy.
- The medicine is kept out of reach of pupils, in the school office or in the staffroom refrigerator.
- Pupils come to the school office to receive their medicines.

Parents requesting the school to administer medicine must bring it to the office. **1 dose only, in the prescribed container with the child's name and medicine's name and dosage.** All medicines will be kept in a safe place out of the normally accepted reach of children.

Reactions to medication can occur so it is important for the class teacher and TAs to know that a child is on medication in case the child displays a reaction to their medication. The name of the medication will be required if medical attention is sought.

Analgesics (pain relievers) such as Calpol will not be administered to pupils. It is not usual to administer pain relief of any sort unless parents have discussed it with the Headteacher or the school has an accompanying doctors letter. If a child is in pain they should not be in school. A written record is kept in a file in the office of all medicines administered.

A list of pupils with medical conditions is kept up-to-date and is kept in in the class information file within each classroom. This helps supply teachers and is a check when children are out of school on visits. Inhalers for Asthmatics and Epi-Pens will be the exception to the rule about all medicines being kept in the office as these must be available for immediate use by the asthmatic child. We ask parents to have a spare inhaler, plus aero chamber if one is used at home, to be kept in the office in case a child forgets to bring one in.

Children should remain at home for a period of 48 hours from the last episode of either sickness or diarrhoea.

In serious or long-term cases of minor illness the school will follow the guidelines set out in the Head teacher's Manual e.g. care for Asthma, Eye infections etc. We are also guided by the health authority's regulations on periods of infection and GP's guidelines.

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Epi-Pens will only be used for children who have been prescribed them and who are demonstrating severe Anaphylaxis and who possess a protocol clearly outlined for school use. Epi-Pens will only be used by people who have been recently trained in their use – training is for a specific child and will need renewing on the arrival at school of a child who has been prescribed an epi-pen. Staff will be trained in the correct procedure in using medication e.g. Antihistamine (such as Piriton) first. Bags containing the medicine will be kept in the office so they can be clearly identified and used in an emergency.

Pupils who are taken ill during the school day will be subject to the following procedure: The class teacher will inform the secretary, who will confirm with the Headteacher or teacher in charge, whether it is appropriate for the pupil to be sent home. The authority to send a child home rests with the head or teacher in charge. Children may sit quietly in the office to wait for their parents/carers.

May 2010

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CONSENT FORM

I give permission for Warboys Primary School staff to administer:

(Name of medicine)

To my child (name)..... Class..... at my request.

Please write clearly the dose needed

at (Time)

Administer from (date) End administration (date)

The medication should / should not be kept in the fridge.

Signed..... Parent/Guardian

Print Parent/Guardian

Date.....

Authorised by the Headteacher or Teacher in Charge

Signed..... Headteacher/Teacher in Charge

Print Headteacher/Teacher in Charge

Date.....

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