

Queen's Park C.E./U.R.C. Primary School



**Queen's Park C.E./U.R.C.
Primary School**

MEDICINES IN SCHOOL POLICY

September 2019

The aim of this policy is to clarify the current situation in school regarding children taking medicine. According to guidance from the Government schools are under no obligation to give out medicine; however our policy at Queen's Park is as follows:

Prescribed medicine from GP or dispensed by Care of Chemist

Where possible medicine should be given at home, however, we also realise that occasionally this is not possible. If there is no alternative other than medicine being administered in school we would ask that either a parent or carer comes into school to give it or alternatively that a medical form is filled in giving permission for the school to give the required medicine. The forms are available from the school office to where they must be returned **before** any medicine will be administered.

Under no circumstances can a child look after their own medicine (with the exception of Asthma inhalers)

Non-prescribed medicine (Calpol, paracetamol, throat sweets etc.)

Schools are **not allowed** to give non-prescribed medicines.

Protocol for medicines in school:

See attached sheets for this year's arrangements.

Involvement of school nurse

Our School Nurse is asked to check the school's procedures in relation to medicines in school and conduct training with named staff.

See the Medical Information board in the staff room for further information
- DFE Supporting pupils at school with medical needs.

Staffing

SENCo - Jennie Bailey

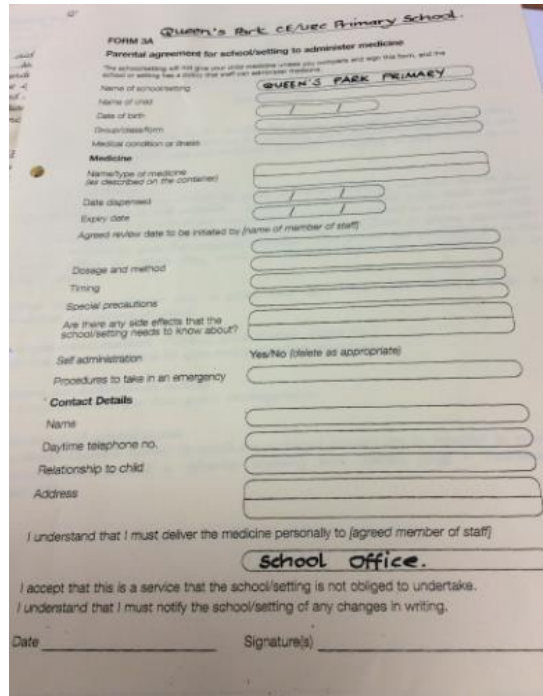
School nurse - Catherine Hodgkinson

Mandy Riley - co-ordinator of 'Medicines in school'

Kath Paton
Jackie Harrison
Elaine Gauld
Wendy Parkinson

Staff responsible for administering medicine

A copy of the parental consent form for administering medication:



FORM 3A Queen's Park C.E./U.R.C. Primary School
Parental agreement for school/setting to administer medicine
The school/setting will not give your child medicine unless you complete and sign this form, and the school/setting has a policy that will use appropriate medicine.

Name of school/setting: QUEEN'S PARK PRIMARY
Name of child: [redacted]
Date of birth: [redacted]
Group/class/room: [redacted]
Medical condition or illness: [redacted]

Medicine
Name/type of medicine (as described on the container): [redacted]
Date dispensed: [redacted]
Expiry date: [redacted]
Agreed review date to be initiated by (name of member of staff): [redacted]

Dosage and method: [redacted]
Timing: [redacted]
Special precautions: [redacted]
Are there any side effects that the school/setting needs to know about? [redacted]

Self-administration: Yes/No (delete as appropriate) [redacted]
Procedures to take in an emergency: [redacted]

Contact Details
Name: [redacted]
Daytime telephone no.: [redacted]
Relationship to child: [redacted]
Address: [redacted]

I understand that I must deliver the medicine personally to [agreed member of staff] School Office.
I accept that this is a service that the school/setting is not obliged to undertake.
I understand that I must notify the school/setting of any changes in writing.

Date: _____ Signature(s): _____