



## Medicines in School – H&S policy annex

On occasions children need to take prescribed medicines to manage on-going conditions or treat infectious illnesses. In order to enable them to return to or continue at school, where they are not themselves infectious, we are happy to dispense any medicine according to a doctor's or hospital instructions. This is a voluntary service and the school is not able to administer any other medications (Calpol, cough mixtures, etc). Generally, if children require pain relief, they should not be in school, but where their learning, and that of others, is unaffected parents may, by agreement, come to school to administer medicines themselves. Cough sweets or lozenges are not permitted in school.

The school follows Council and DfES guidance on the dispensing of medicines in school and agrees to dispense medication which has been prescribed by a medical practitioner with written instructions for its use. The school itself keeps an "emergency asthma kit" and no other medication.

### Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

The **School Secretary (Wendy Parry or Jacqui Heath)** is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication. Learning Support assistants will deputise where necessary.

All medication is kept securely in the school office.

### Medical Log

Consent forms for the current academic year are kept in the Medical Log and then retained for the duration of the pupil's attendance at the school in a (colour coded) cohort file.

The Medical Log records the:

- name of pupil
- name of the medication dispensed
- "use-by" date
- dose
- time
- date
- signature of dispenser
- comments/reactions

### Medical Procedures

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

### Off-Site Activities

The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.