

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication

DETAILS OF PUPIL

Surname:

Forename(s)

Address: M/F:

Date of Birth:

Class/Form:

Condition or illness:

MEDICATION

Name/Type of Medication (as described on the container)

For how long will your child take this medication:

Date dispensed:

Full Directions for use:

Dosage and method:

Timing:

Special Precautions:

Side Effects:

Self Administration:

Procedures to take in an Emergency:

CONTACT DETAILS:

Name: Daytime Telephone No

Relationship to Pupil

Address:

I understand that I must deliver the medicine personally to _____
and accept that this is a service which the school is not obliged to undertake.

Date: Signature(s):

Relationship to pupil:

Nettlestone Primary School

Policy on the Administration of Medicines

Rationale:

The school has a responsibility in exercising care for the pupils in its charge to ensure that those who require medication during school time should be enabled so to do. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescribing doctor or dentist about this.

Aims:

- to ensure that pupils requiring medication are able to do so;
- to ensure that pupils do not have access to medicines which are not their own;
- to ensure that medicines are administered safely;

Guidelines:

1. Any child needing on-going medication for a long-term condition will only be treated by a member of staff provided written authority has been received from the parent/guardian.
2. All parents should be requested to provide a contact number to enable a member of staff to take prompt action in the event of an emergency. Where a child is receiving ongoing treatment, parents will be requested to provide a contact number of a medical authority able to act or advise in an emergency.
3. In the case of a child needing ongoing medication while at school, the details of the dosage, regularity, timing and other relevant details should be notified to the school. The school keeps a medicines book in which these details and those of any medication administered will be recorded.
4. Medication will be administered by a qualified first aider
5. Normally the classroom assistant will look after medicines. However, in the case of inhalers and other medicines needed in an emergency, arrangements can be made with the class teacher.
6. Preferably drugs should be self administered under the supervision of an adult.
7. An adult in the school should return unfinished medicines to the parents.
8. Staff nominated to administer medicines will receive appropriate training.
9. When activities require children receiving medication to be away from the school premises, appropriate steps will be taken to enable medicines to be received.
10. All medicines should be brought to school clearly labelled by the parent or carer and must be handed to the staff in the office and a form for request for school to administer medicine completed.
11. All medicines placed in the care of the school will be kept in a secure place to which children do not have access.
12. The school is not prepared to administer rectal valium or diazepam.
13. If pupils refuse to take medication, school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

Conclusion: This policy must be read in conjunction with the health and safety policy.