



# **Nether Kellet Primary School**

## **THE ADMINISTRATION OF MEDICINE IN SCHOOL**

### Short Term Medication

Wherever possible, medication should be administered to children outside of the school day. However, many medications need to be administered in the middle of the day so school do administer medicines under these circumstances. Parents can either come into school to administer the medicine themselves or they can sign a consent form permitting staff to administer the medication (forms 2 and 3).

A record sheet is completed detailing any medication administered in school (form 5). Medicine is stored in a safe location out of the reach of children and in the fridge if necessary. All medicines are labelled clearly with children's names.

### Children Becoming Ill During the School Day

Staff will not administer medicines to children who fall ill during the school day as no parental permission will have been sought. Parents will be contacted either to collect their child or to come in, assess the situation and administer medication as required.

If a pupil becomes seriously unwell or injured an ambulance will be called immediately and parents informed.

### Long Term Medication

There will be some cases where children will administer their own medicine e.g. asthmatic children. In these cases parents must give written details about dosage and timings of medicine and in case of difficulty where the parents may be contacted. Older children will be responsible for storing their own inhalers and younger children's inhalers will be stored in the

classroom. Staff ensure that asthma medication is easily available during P.E., swimming and any activity/visit held off site.

There may also be some children with long term or permanent conditions who require medication. If this is the case then forms 2 and 3 from the Administering Medication file should be completed and signed by parents and form 5 should be completed every time any medication is given. Form 3 details specific members of staff whom parents have authorised to administer medication to their child and no other adults in school should administer the medication. As such it is vital that several staff are named to ensure that one of them is in school if the need for medication arises.