

# HERNE BAY INFANT SCHOOL & SEASHELLS NURSERY

## PROCEDURES FOR MEDICINES IN SCHOOL



There is specific guidance from the Department for Children, Schools and Families on procedures for having medication in School, outlined below for your information.

If bringing medication into School, please follow the procedure below:

- **There is no legal duty that requires the school to administer medicines.** At all times we would prefer and welcome parents/guardians to come to school to administer such medicine themselves. However, we understand this is not always possible; therefore, we will assist wherever we can as long as the correct procedure is followed.
- **No non-prescription medicine**, lozenges or cream should not be sent into school whatever the circumstances. Staff are not permitted to administer non-prescribed medicine at any time.
- If a pupil is well enough to be at school, but requires prescribed medicine\* during the school day (which cannot be administered by the parent), such medicine should be brought to the School Office in the original labelled container obtained from the Chemist. (Chemists will give out a spare correctly labelled container when dispensing medicine if requested).

**\*Please note we will only administer medicine (at lunchtime) that has been prescribed to be taken 4 times per day, a dosage to be taken 3 x per day should be administered at home.**

- Unidentified medicine cannot be accepted into school.
- Parents will be asked to complete a **Medicine Form** held in the main school office and sign their consent that a member of staff may administer it.
- We would also ask you to advise the class teacher so that they may remind the pupil to go to the office at the appropriate time.
- The medicine container should be collected by an adult from the main school office at the end of the day.
- If a pupil has a regular medical requirement which necessitates medicine being kept in school, this should be discussed with Mrs Wood, our SENCo and a protocol will be drawn up in consultation with the pupil's parent/guardian. All staff concerned will be made aware and given appropriate training where necessary.

Helen Day  
Acting Headteacher

## Medical Information sheet for Parents

The following information has been extracted from the school's Medication Policy to advise parents. A copy of the full policy can be obtained from the school office.

Information regarding children's medical needs will be sought on admission to school. It is a parent's responsibility to inform the school of any medical condition affecting their child. The parents must let the school know if any medical treatment becomes necessary after admission, or if any changes are made to a child's medication.

Parents should inform the School Office, who will in turn inform the relevant members of staff.

- ❖ **Medicine should only be brought into school when absolutely necessary, and then in an original labelled container from the chemist. Chemists will give out a spare correctly labelled container when dispensing medicine. This should be taken to the office by an adult.**
- ❖ Doses should be timed to fit around school hours or arrangements made for somebody to come into school to administer the correct dose themselves.
- ❖ Schools can only administer prescribed medicines.

### ***It is parent's responsibility to:-***

- ❖ Know the expiry date of medicines kept in school and provide replacements before they become out of date.
- ❖ Notify the school immediately of any medication changes and provide a new correctly labelled supply.

The above information also applies to inhalers and Epipens.

Inhalers, Epipens and other medicines should **go home** at the end of term to enable parents to check them.

All medicines should always be taken to the school office where they will be stored in a secure cupboard.

***No medication will be administered by staff unless a consent form has been filled in and signed by a parent.***

Consent forms are obtained from the office.

Asthma inhalers are kept in the classroom and are accessible to the user at all times, children should be encouraged to be self sufficient in the use of these.