



GREEN LANE PRIMARY ACADEMY



Administration of Medicines in School. Policy and Procedures

Green Lane Primary Academy follows Local Health Authority guidelines on the dispensing of medicines and tablets.

- It is hoped that parents will accept the responsibility for administering medicines to their children at the appropriate time during the day. Many doctors are happy for medicine to be given in a morning, straight after school and at bed time. (If medication is prescribed 3 times a day it does not usually need to be brought into school.)

However, if the prescription states 4 times each day, or a specific time during the school day, then the following procedures should be followed:

- All medicines should be brought to school, by an adult, via the school office in order that an authorisation form can be signed. Medication must also be collected by an adult at the end of the day.
Medicines must not be brought in, or collected, by children and should not be handed to the class teacher or teaching assistant.
- School must have written evidence that the medicine or tablets have been prescribed by a doctor and should be in the original container with the **name of the prescribing person** (normally the Doctor), **the name and home address of the child and the name of the medicine**, dosage and the frequency/time of administration. This information is normally found on the label the chemist attaches to the medicine when it is dispensed.
- All medication will be stored either in a locked cupboard or if required, the refrigerator in the medical room.
- All medication administered will be logged in the *Administration of Medication Record*.
- Nursery have their own secure cabinet for the storage of medication and a separate record of administration log book.
- School will **not** administer proprietary brand medicines bought over the counter at chemists' shops unless in very exceptional circumstances. The Head Teacher will make any such decision or, in her absence, another member of the leadership team. Staff will not administer any eye medication.
- Only designated members of staff will administer medication – currently (2016) Mrs V. Cole and Mrs L. Azam, Mrs D. Drury (for Nursery) and in their absence Mrs Lucas, or Mrs Walsh. In the event of all those people being absent please consult with Mrs Airey or Mrs McLean.
- Procedures for administering medication during out of school visits will be recorded on the Risk Assessment documentation.
- Any child receiving long-term medication will require an Individual Care Plan.
- Staff training will be arranged and updated regularly to meet the needs of staff and the children requiring medication.

See also: Asthma Policy and Guidance for Administration of Medication