



TREMAINS PRIMARY SCHOOL ADMINISTRATION OF MEDICINE POLICY

Only medication prescribed by a doctor will be administered to pupils.

- Staff will administer medication prescribed by a doctor only if accompanied by a signed medication form relating to the Dispensing of Medicines (signed by parent/guardian and headteacher) - kept for pupil records
- All medication **MUST** be administered by two members of staff, checked and an administration of medicine form for the individual pupil signed by both. This must be kept with the medication and returned to the office for filing at the end of the course/school year.
- Medication must be kept in the fridge in the medical room and away from pupil access.
- Medication brought to school **MUST** be in the original container, marked clearly with the pupils name, prescribed medication name and dosage.
- All asthma pumps **MUST** be labelled with the pupil's name and kept available. Staff **MUST** ensure that these are kept safe and taken on school visits.
- Medicines bought over the counter e.g. throat sweets; cough medicines etc are **NOT** to be administered in school.

CHILDREN WHO BECOME UNWELL IN SCHOOL

- Emergency contact number for parents/guardians will be available for all staff through SIMS. Emergency contact numbers **MUST** be taken on all visits outside school.
- Should a child become unwell/injured and require hospital treatment, and a parent cannot be contacted, then an ambulance will be used to take the child to hospital.

SCHOOL PROCEDURES

- The ALNCo will be responsible for updating the list of pupils on long term medication - annually.
- The ALNCo is responsible for ensuring that photographs and details of individual medical conditions are displayed in the staff room. Supply teachers

must be informed of any child in their class/es who needs special medical consideration.

- Each teacher is responsible for ensuring that any child in their care takes the medication as prescribed.
- Teachers are responsible for ensuring that medication is taken on school trips/swimming/educational visits.

Signed

Chair of Governors

15.03.16

Signed Adopted by GB Autumn Term 2015

