

# Mossfield Primary School



## Administration of Medicines Policy



## **Mossfield Primary School Policy on Medicines**

- Parents should keep children at home when they are acutely unwell and / or receiving regular medication
- Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day. In general, medicines which are taken / applied 3 times a day should be given outside of school hours. Only where administration is prescribed 4 times a day or more, would we consider administering in school.
- We only ever administer medicines which have been prescribed for the child by an appropriate medical practitioner. We do not administer **ANY** non prescription medicines or drugs, including Calpol or over the counter painkillers and cough remedies.
- Parents / Carers are welcome to come into school and administer such medicines to their own child.
- An administration of medicine consent sheet **MUST** be completed by every parent / carer, before any prescription medication can be given, and the medication itself must carry a prescription label detailing the child's name and dosage information. Medicines are not accepted out of the container in which they were originally dispensed and must include the prescriber's original instructions.
- In most cases, we expect the child to self administer, whilst a member of staff controls and supervises the dosage. This means that we would measure / follow the dosage instructions, but the watch as the child takes / applies the medicine themselves, checking they have done so properly. This is especially important where personal contact or an invasive procedure (ie an injection of insulin or application of cream) is required. However, a staff member may choose to assist a younger or disabled child if ensuring correct application / administration would require such help.
- Longer term medication or medical interventions fall into a separate category. In such cases, a meeting with appropriate medical personnel and the child's parents will be held. A care plan will be completed and appropriate training will be offered to staff undertaking this role.
- The date, name and class of the child, the type and dose of the medicine and the time of administration of the medicine, will be recorded in the Medicine record Log Book together with the initials of the administrator.
- All medicines will be held securely in the school office, as will the administration log book. Children must not hold onto medicines themselves (with the exception of asthma inhalers). Children / Parents must take the medicine to the school office every morning and pick it up again at home time, as medicines should not be held on school premises overnight.

### ***Residential Holidays***

- Where children are staying away from home on a residential holiday organised by the school, parents will be asked to bring in a letter giving permission for mild over the counter medications such as paracetamol, antiseptic cream, antihistamines, travel sickness remedies or lip salve, to be administered by staff if deemed necessary. The letter should include the child's name, dosage instructions and when a dose should be given.

- Prescription medicines required to be taken when a child is on a school trip will be administered by staff in accordance with the written instructions given by the parent on the medical consent form, and in accordance with the principles outlined above
- Long term medication / treatment for chronic conditions will be risk assessed by the school, in conjunction with the parents. Each case will be considered on its own merits. In the majority of cases, it will be presumed that the child will be able to attend, with an appropriate care plan and staff training in place.

**Amended**      **Summer 2025**  
**Review**        **Summer 2027**