



**PARENT SUMMARY OF  
SCHOOL POLICY AND GUIDELINES  
FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL  
Archibald First School**

**Prescribed Medicines**

Due to the increasing number of children receiving medication in school, medicines that are not prescribed, cough lozenges etc. will not be routinely administered by First Aid staff and are not to be brought to school.

The administration of prescribed medicines in school will be permitted if the recommended dosage is four or more times per day. A prescribed dosage of three times per day is usually taken at home before school, after school and at bedtime.

**Before medication can be given in school**, parents must complete the appropriate Health Care forms, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office.

Parents (or a responsible representative) are asked to deliver any prescribed medication to school via the school office and to collect them at the end of the day in the same way.

**Medicines are administered at the start of the lunch break.** For prescribed medicines, a medicine administration record form is completed with child's name, medication and dose administered, the time given and the person who administered the medicine. A second signature of an observer is also recorded.

**Prescribed Asthma Medication**

Children with asthma, administer their own medication under supervision of the First Aider. An acknowledgement slip of administration is sent home with the child. This details the child's name, medication and dose administered, the time given and the person who administered the medication. A second signature of an observer is also recorded.

The school has a spare prescribed inhaler in school. This can be administered to any child with a confirmed diagnosis of asthma whose parent/guardian has given written consent for this to be used should an emergency arise.

**Non-Prescribed Medicines**

We keep paediatric paracetamol solution (eg Calpol or equivalent generic paediatric pain relief) and paediatric liquid antihistamine in school. This can be administered on an ad-hoc basis if written permission has been submitted to the main office and recorded.

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Staff will contact parents to confirm permission wherever possible. An acknowledgement slip of administration is sent home with the child. This details the child's name, medication and dose administered, the time given and the person who administered the medication. A second signature of an observer is also recorded.

### **Staff**

These members of staff are responsible for the administration of prescribed medicine and first aid within their Key Stage.

- Mrs Pam Patrick
- Mrs Karen Storey
- Miss Laura Watson
- Mrs Rebecca Turner (Head teacher) – will provide cover when necessary

In addition, these members of staff are responsible for the administration of prescribed medicine at school:

- Ms Helen Barnes
- Mrs Rachel Carr
- Mrs Susan Shaw

### **Temperatures**

For possible high/low temperatures there is an ear thermometer, this is a less intrusive alternative to a digital thermometer for measuring all but the very youngest children's temperature. They provide a result without undue disturbance of the child and we ensure a new protective cap is securely fitted over the thermometer tip before each use. The school also has a hand-held digital thermometer.

### **Educational Visits**

A portable First-Aid kit and individual pupils' medicines are taken on all Educational Visits and administered by a designated member of staff.

### **Monitoring and Evaluation**

These guidelines were reviewed and agreed by the Governing Body. We are aware of the need to review the guidelines regularly. The Parents' Summary of First Aid and Medicines in School will be formally reviewed by the Leadership Support Committee annually.

**Date of last review:** Summer 2023

**Date of next review:** Summer 2024