



## **NORTH PRIMARY SCHOOL AND NURSERY**

### **SCHOOL MEDICINES POLICY**

“The administration of prescribed medication in an educational establishment is a matter within the discretion of the Headteacher”.

North Primary School and Nursery is prepared to support parents and children of the school by administering Prescribed Medications in the following ways.

1. To administer oral antibiotics, which have been prescribed for use **four** times daily (three times daily and twice daily doses cannot be administered).
2. Oral Anti-epileptics will be administered to maintain prophylactic control on an individual basis agreed with the parents.
3. Asthma Treatments – both for treatment and prophylactic care. Inhalers will be kept with the child so that they can have quick and easy access. In Key Stage 1, the Class Teacher is responsible for helping the child with this. In Key Stage 2, we expect the child to administer this independently.
4. Insulin and other injections will be discussed on an individual basis.
5. Other long-term drug therapies may be accommodated after discussion between parents and Headteacher.
6. Other forms of medication will be considered on an individual basis after discussion between the Headteacher and parents.
7. A record of drugs given by the school office staff will be kept. The school processes any personal data relating to medicines in accordance with its Data Protection Policy.
8. Allergies requiring Epipens will be held on record in the school office.

### **THE FOLLOWING MUST BE OBSERVED:**

Only **prescribed** medication can be administered.

Parents must complete and sign the school’s ‘request to administer medication’ form.

Medication to be administered must be **clearly** labelled with the child’s name and class.

Liquid medication must be given to the office in a syringe containing the correct measured dose, as stated on the request to administer medication form.

Medicines will be stored in the school office.

A responsible adult must bring medicines to the school office.

Date of review: March 2021