



# North Park Primary School

## Administration of medication – Guidance for parents

North Park Primary School aims to support parents as best it can if a child has a condition or illness where medication is needed.

### **Medical conditions**

If a child has a medical condition which requires regular medication, we will liaise with parents and health professionals to develop a Health Care Plan, which details in full everyone's responsibility and the needs of the child.

### **Asthma**

Children with asthma usually need medication administered and available at all times in school. We ask that you ensure forms are completed to support with this and ensure we have up to date inhalers in school. We will make these available in class and ensure they are taken on school trips, etc. Inhalers should be left in school. If for any reason an emergency inhaler is needed by your child, you are required to replace this (thus helping us ensure we hold an emergency supply in school).

### **Short term courses of medication**

We recognise that on some occasions, when a child falls ill, they are prescribed medication to help them overcome an illness and that this may need to be administered to a pupil during the school day.

No member of staff is compelled to administer medication. Ultimately the administration of medication is a parental responsibility; however school will administer medication in support of parents and to ensure regular attendance is maintained and we therefore have staff trained to undertake this task.

In order for us to administer medication, the following guidance must be followed:

- Medication **MUST** be brought into and collected from the main office in school by an adult. Medication must be signed in and out of the main entrance office. ***Children cannot be given medication to bring into school or to take this home themselves.***
- The adult must complete a **form** (Appendix 1) to detail the management of the medication in school, alongside a member of staff.
- **ONLY** medication **prescribed by a doctor**, with clear guidelines detailing dosage etc. can be accepted. We cannot administer any over-the-counter medication. We cannot administer over the counter painkillers. Parents may come into school to administer these, if necessary.
- ***Children are not permitted to carry or administer medication themselves.*** This includes items such as Lypsyl – this is NOT permitted in school as it may contain traces of nut and is therefore a risk to our pupils with

allergies. However if a lip balm is needed (ideally this should not be the case) then **ONLY** tubs or tins of pure Vaseline (e.g. Blue tin) are permitted. Any other lip salves will be confiscated.

- **We will only administer medication as detailed on the completed forms** – we will not administer missed dosage, etc. or continue medication beyond the date when the course is meant to be completed. Administration of missed dosage is parents' responsibility.
- If this is the first time a child has been prescribed medication, it is recommended they stay at home for the first day – this is to ensure they have no adverse reaction to a new kind of medication (obviously not necessary if they begin medicine over a weekend).
- Medication will only be administered if needed **four** times a day or if it specifically states that it must be taken at a certain time (e.g. at lunch) – if medication is needed three times a day this should be given before school, after school and at bedtime.
- Parents should consider asking their pharmacy for a **split prescription** if medication is needed during school hours – this way there is no need to sign in and out each day.
- **ALL** medication, including inhalers, will be signed back to parents for the six week holiday period. Medication should be collected at the main entrance.

If you have any concerns about the administration of medication, please contact school to discuss this.

This policy and guidance is reviewed annually and updated in line with any changes to guidance.

This current guidance links with DFE guidance documents:

- Supporting pupils with medical conditions – available at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf)
- Managing Medicines in schools and Early Years setting – DFE 2003

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### Parental agreement for Administration of medication

North Park Primary School will only be able to give your child medicine if you complete and sign this form; the school has a policy that the staff can administer medicine.

**Name of Child**

Date of birth

Group/class

Medical condition/illness

Date course of medication is to be started

Date course of medication is to be finished


**Medicine**

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Procedures to take in an emergency


***NB: Medicines must be in the original container as prescribed by a doctor and dispensed by the pharmacy***

**Contact Details**

Name

Daytime telephone no.

Relationship to child

Address


***I understand that I must deliver the medicine personally to the school office and collect from there.***

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

**Signature(s)**

**Date**