

# Medicines in School

## A Guide for Families



There may be periods, during your child's time at Cherry Garden, when they require medication of one kind or another. The following booklet summarises our policy for administering medicines and is designed to ensure families are clear about our approach. This has been put together to enable children, who are well enough to attend school but require medication, to receive this in a way that is safe for everyone.

November 2016

## **Talk to us**

If you think your child needs medicine administering in school, the best place to start is by talking to us. Mrs Barnard, our administrator, handles all such requests and we ask that she is the first point of contact for any new enquiries. If your child attends breakfast club, Mrs Harbury will be able to help you.

## **Prescription medicines**

There may be times when your child is well enough to attend school but requires a prescription medicine e.g. they are completing a 10 day course of penicillin following an illness. We can administer this for you as long as:

- ✓ You complete a permission form
- ✓ The medication is in its original packaging with a pharmacist's label clearly visible (this should contain your child's name, the name of the medication and the dose required)
- ✓ The medication is handed over to us and collected by an adult (not by your child)

## **Long term medication**

There will be some pupils who require long term medication for a specific condition. This may require a health care plan to be written for your child. A referral will be made to the school nurse to draw this up in consultation with yourselves, your GP or paediatrician. If administering your child's medication requires specialist training then this will be provided to all relevant staff.

If a child is on long term medication that can be easily administered e.g. a daily tablet, this will not usually require a health care plan. The school will, however, need to receive written confirmation (from a GP or paediatrician) that the medication has been prescribed for your child.

If your child requires regular medication, you are responsible for ensuring the school has enough doses in stock and for informing the school, in writing, if the prescription changes.

## **Inhalers and asthma**

It is common for children to need an inhaler for conditions such as asthma. If your child requires an inhaler then you must:

- ✓ Complete a permission form
- ✓ Provide an inhaler to be kept in school
- ✓ Check regularly (we suggest at the end of each term) that the inhaler is full and in date

## **Non-prescription medicines**

There is no requirement for schools to administer non-prescription medicines to pupils. At Cherry Garden we will administer non-prescription medicines providing:

- ✓ The medicine does not contain aspirin
- ✓ A parent / carer has completed a permission form
- ✓ The medicine is in its original packaging, is 'in date' and has the original instructions

Best practice says that all non-prescription medication should be purchased from a pharmacist and contain a pharmacist's label on the packaging and bottle. Whilst we will administer medicines not purchased from a pharmacist, families will be asked to indicate this on the 'permission form' and therefore take full responsibility for this decision.

## **The School Nurse**

If you have concerns about your child's physical or mental health then we would always advise you to visit your family GP. The school has an allocated nurse who we can contact for advice. This is often done by making a referral. For information about how to access to the school nurse, please speak with Mrs Rigby (our SENCo).

## Medicines in School – A Quick Checklist

### Never ...

- ✓ Send your child into school if you do not believe they are well enough to attend.
- ✓ Send medicines into school for your child to self-administer e.g. a pack of paracetamol in their pocket.
- ✓ Provide out of date medicine for your child.
- ✓ Leave medicines in the classroom or office with a note asking us to administer them.

### Always ...

- ✓ Talk to Mrs Barnard or Mrs Godfrey if you think your child needs to receive medicine during the school day.
- ✓ Complete a permission form (copies can be downloaded from our website).
- ✓ Ensure medicine is in the original packaging and contains the instructions.
- ✓ Ensure prescription medicine has the pharmacist's label with your child's name, the medication and dose clearly visible.
- ✓ Ensure your child's medication is 'in date' (check your child's inhaler regularly).

Thank you for your co-operation.