

## SCHOOL POLICY

All information contained in this leaflet relates directly to our school policy regarding the administration of medication by a designated member of staff.

All staff adhere to our policy of inclusion in attempting to meet all reasonable needs regarding the administration of medicine. However, we reserve the right to refuse a request to administer medication should a member of staff be unclear or have any concerns regarding the request.

The full policy can be accessed in school on request or via the school web site.

## LONG TERM MEDICATION

If your child requires medication for an on going or long term medical condition please contact the school. A meeting to discuss and prepare an Individual Healthcare Plan (IHP) with a designated member of staff will be arranged. If your child needs specialist care the school may need support in preparing an IHP from involved medics.

Once an IHP is in place, medication must be brought to school by a responsible adult and handed directly to the designated member of staff. **No** medication will be accepted from a child.

The school generally only accepts prescribed medication. All medication must be labelled correctly and clearly with the pharmacy label and should be brought into school in the original sealed container. Once in school, medication will be stored securely in line with national guidelines and school policy.

Administration of medication will be recorded in line with approved procedures.

If a child administers his/her own medication for example the use of an inhaler the appropriate form requesting this must be completed by the parent/carer. A record detailing when the

medication has been taken will be kept.

## **SHORT TERM MEDICATION**

We would ask that children are not sent to school while they are ill, however, if your child is well enough to attend school but still requires some form of medication, arrangements can be made for a temporary IHP. This can be arranged by contacting the school office in advance.

All medicines including lozenges, creams and ointments should be brought into school by a parent/carer.

It is the responsibility of all parents/carers to ensure that no

prescribed medication is brought into school by their child.

## **CONTACT INFORMATION**

The designated members of staff for preparing an IHP and administering medication are:  
Miss Quinn      Mrs Nesbitt

Please do not hesitate to contact the designated individuals or the head teacher should you require any further information.

**Telephone: 0191 219 3745**

**email: [info@jfkprimary.co.uk](mailto:info@jfkprimary.co.uk)**

## **JOHN F KENNEDY PRIMARY SCHOOL**

**Information leaflet  
regarding the  
administration of  
medication in school**

