



Lawrence View Primary and Nursery School Medicines Policy

The governing body recognises its duty to ensure that the school is clear about the procedures to be followed for managing medicines, under Section 100 of the of the Children and Families Act 2014.

The form in Appendix 1 is expected to be completed for all medicines to be administered to children in school. It contains all required information as detailed in this policy.

National Statutory Guidance: "Supporting pupils at school with medical conditions" September 2014	Lawrence View Primary and Nursery School Policy
Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.	staff will only administer medicines if the child would have to be absent from school if we didn't.
No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.	staff will administer medicines only with a parent or carer's written consent. Prescription medicines must be prescribed in the child's name.
All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when	Medicines will be stored in line with this guidance.

outside of school premises, e.g. on school trips.	
Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container	School will only accept medicines which are in date.
Schools should set out the circumstances in which non-prescription medicines may be administered.	School will only administer medicines if the child would be absent from school if we didn't.
Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours	Where a medicine could reasonably be administered by the parent or carer. Staff will not agree to administer the medicine during the school day.
A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.	Medicines containing aspirin will only be administered if they are prescribed in the child's name.
Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.	Parents or carers are expected to state, in writing, when the last dose was taken. The administering member of staff will agree with the parent the subsequent doses to be administered based on the information given. If agreement cannot be reached, school staff will not administer the medicine. The administering member of staff will inform parents or carers of any doses administered during the school day.
A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access.	Lawrence View Primary School does not deem pupils of primary school age to be "competent" to safely possess a prescribed controlled drug. All prescribed controlled drugs are securely stored in a non-portable container and only named staff, approved by the Head Teacher, has access. Controlled drugs will be easily accessible in an emergency. A record is of any doses used and the amount of the controlled drug held in school.
School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering	Lawrence View Primary School Primary School administers and records all medicines in line with this guidance (left).

<p>medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.</p>	
<p>When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.</p>	<p>Lawrence View Primary School returns and disposes of all medicines in line with this guidance (left).</p>

Lawrence View Primary School Record keeping

The governing body ensures that written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed.

Medicines Policy Appendix 1

Form to be completed for all medicines to be administered to children in school.

Medical Permission Form

Name of Child		Name of Parent or Carer	
Name of Medicine		Date of administering	
Prescription			
Agreed amount of dose to be administered		Agreed times of doses to be administered	
Agreed method of administering		Details of last doses administered before school.	
Any special precautions, side effects of medication etc:			
Emergency Contact Details:	Name: Contact number:		
Emergency Contact Details:	Name: Contact number:		

Staff Declaration

I am agreeing to administer medicine to the above child as detailed above. I am satisfied that the information I have received appears to be given in good faith and to be true. The medicine received is in-date, labelled, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. I have checked the maximum dosages and am confident in the above agreement. I understand that I retain the right to not administer the medicine should my observations cause concern of any sort and will inform the parent/carer if this is the case. I will confirm the dosage administered with the parent or carer and return any unused medicines and/or containers at the end of the day.

Last Dose given at _____

Name: _____

Signature: _____

Parent/Carer Declaration

I am asking a member of Lawrence View Primary School staff to administer medicine to my child, on my behalf, as detailed above. The information I have provided is given in good faith and is true to the best of my knowledge. The dosage requirements of this medicine mean that it must be administered during the school day. My child would have to be absent from school if this medicine was not administered in school.

I accept that the staff member may, at any time, decide not to administer the medicine and will inform me if this is the case.

Name: _____

Signature: _____ AM

Signature: _____ PM

This form should be filed in the Medicines File and retained in the school office.

Medication	Date	Time	Signature