



## **Procedures for Administering Medication in School**

Lighthorne Heath Primary School recognises that a number of children, because of their medical condition, will require medication whilst at school.

Staff have no obligation to administer or to have involvement with medicines for children. Wherever possible, responsibilities must remain those of the parents/carers and medical practitioners.

In general, treatments should be managed so that it is not necessary for medicines to come to school. Most medication can be managed by doses timed to be outside the school day, i.e. 3 times a day: before school, after school and in the evening.

Parents are discouraged from sending children to school with non-prescribed medication. Non-prescribed medication will not be administered by school staff.

In cases where prescribed medication has to be administered in school time and staff have agreed to do so, the following procedures should be followed:

- Parents/carers should arrange delivery of all medicines to be taken or administered to the school office;
- Medicines should be clearly labelled with the child's name;
- Parents/carers will be asked to complete and sign a form specifying preparations, storage arrangements, dosage and circumstances under which it should be given;
- Medication will be stored securely, out of reach of children;
- One member of staff will administer the medication, witnessed by another member of staff, and then both will sign to say that the medicine has been given;
- For medication in which training is required to administer it, only trained members of staff should be responsible for administering the medicine.

Parents/carers of children who suffer from asthma must complete an 'Asthma Inhalers in School' form.

Self-administration of certain prescribed medication can be found in the Warwickshire Schools Health Directory.