



## **Lighthorne Heath Primary School 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 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 must be followed:

- Parents / carers must arrange delivery of all medicines to be taken or administered to the school office;
- Medicines must be clearly labelled with the child's name;
- Parents / carers must complete and sign a permission form, specifying preparations, storage arrangements, dosage, timing and the circumstances under which it should be given.
- One member of staff will administer the medication, witnessed by another member of staff and a record of administration will be completed, signed by both staff.
- For medication in which training is required to administer it, only trained members of staff will be allowed to administer the medicine.

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

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