



Grateley Primary School

**A school where every child becomes a lifelong learner and realises
their potential.**

ADMINISTRATION OF MEDICINES POLICY

Signed Chair of Governors: *Amelia Bridges*

Reviewed: September 2022

Next review: September 2023

This policy has been written and reviewed in line with Hampshire County Council guidelines.

- If a child needs an asthma inhaler, parents should register this with the office staff by taking, completing and returning a form with the required details.
- Asthma inhalers must be named and kept in the classroom for the child's use unless you feel the child is responsible and capable of looking after and carrying his/her inhaler. In this case it should be made clear on the form.
- Any child requiring even occasional use of an inhaler must take it to games/P.E. lessons and on any trips.
- We are only permitted to administer prescribed medicines in the original container.
- Non-prescribed medicines (e.g. cough mixtures, Calpol, Ibuprofen, cough sweets) must not be brought/sent into school as they are prohibited by Hampshire. Where children are on residential activities the lead adult will discuss and make arrangements for children with allergies to be administered over the counter allergy medication upon written requests from parents/carers. Administration off site must conform to the same protocols that exist on the school premises.
- If the child needs to take a prescribed medicine during the school day, you must ask the office staff for a consent form which should be completed before any medicine is taken. Medicine must not be sent via the child under any circumstances.
- In line with county guidelines, we will encourage the children to take responsibility for their own medical care but it must be under the supervision of the office staff. Teachers are not required to administer medicines.
- Under no circumstances should medicines other than inhalers be kept anywhere other than the school office/locked staffroom fridge – medicines must be kept in the lidded box provided.
- Where children require medication such as epipens, insulin etc the class teacher will complete a risk assessment and arrange and agree storage/administration in consultation with the school nurse and leadership team. Where staff are required to administer such medicines, full training will be provided.
- For liquid medicines, you must supply a measuring spoon.
- With regard to the practicalities of administering medicines, the office staff will ask you if you would like to come into school to administer the midday dose for medicines which need to be taken four times a day. Where this is not possible, we will do our best to ensure the child takes his/her medicine at the required time, following the advice in Health Guidance for Schools.
- It is not the responsibility of the office staff to go and collect the child for his/her medicines. Individual arrangements will be made with you when you complete the consent form.
- If we are in doubt about the administration of any medicine we will seek advice from you or the child's doctor before giving the medicine.