

*Winchelsea*



*All Individuals Matter*

**WINCHELSEA PRIMARY SCHOOL**  
**RUSKINGTON**

**ADMINISTERING MEDICINE POLICY**

## **Part 1: Introduction**

Wherever possible, parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. Medicine requiring 3 doses per day will not be administered in school, as this can be given at home before school, after school and in the evening. Only prescribed medicine requiring 4 doses or more per day will be administered in school.

Parents may choose to come into school to administer medicine to their children at the necessary times in person.

However, if parents wish the school to administer the medication (in loco parentis) they should give the Headteacher a written request (using the appropriate form) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). Oral information from the pupil or parents will not be acted upon. A copy of the form required to be completed by parents can be obtained from the school office.

## **Part 2: Procedures**

The parent must supply the medication in a suitable container clearly labelled with:

- The child's name
- The name of the medicine
- The method, dosage and timing of administration
- The date of issue
- The expiry date

Details of possible side effects should also be given.

The medicines should preferably be packed and labelled professionally. Where possible, not more than one week's supply should be sent at one time.

It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.

Medicines will be kept in a safe place, separate from the first aid box. Bronchodilators and medications needed in an emergency will be readily accessible. The class teacher will be responsible for administering the necessary medication.

Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.

Signed: \_\_\_\_\_  
Chair of Governors

Dated: \_\_\_\_\_