

## **HOLMES CHAPEL PRIMARY SCHOOL ADMINISTRATION OF MEDICINES**

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition, obtaining details from the GP or paediatrician if needed. School doctor, nurse or health visitor may also be able to provide information for staff.

Ideally it is preferable that parents, or their nominee, administer medicines to their children. If the parent is unable to visit the school for this purpose a request may be made for medicine to be administered to the young person at school. Each request for medicine to be administered to a young person in school will be considered on its merits.

The school is willing to administer **prescribed** medicine as a service to parents. A designated member of staff is responsible for medicines in school.

It is parents' responsibility to deliver prescribed medicine personally to the school office and accept that this is a service that the school is not obliged to undertake.

Parents must provide prior written agreement on the correct form for any prescribed medicine to be given to their child. The prescribed medicine must be clearly labelled indicating contents, dosage and child's name in full. Only prescribed medicines will be given. A separate consent form is required for each medicine to be administered.

**A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Medication will be given at mid day and it is the parent's responsibility to arrange other doses to fit this timing.

Medicines are stored in the lockable medicine cabinet in the medical room or in the medical room refrigerator. The medical room is inaccessible to children without an accompanying adult.

Each time a medicine is administered this is recorded in the medicines log book. Each entry is dated and signed.

On school visits a designated member of staff is in charge of administration of medicines. Parental consent forms are obtained prior to the visit and a log book is kept in line with school procedures. A separate consent form is required for each medicine to be administered.

In any emergency an ambulance will be called and parents contacted immediately.