

**Twiss Green Primary School**

**Policy for Administering Medication**

A child who has an infectious illness or who feels poorly should ideally be at home. Instances do occur, however, when another adult may be called upon to administer medication on behalf of a parent.

Staff at Twiss Green may be willing to administer medication on behalf of a parent provided that the following conditions are met.

* The child’s parent or guardian provides written, signed consent, giving clear instructions about dosage, area (eg. left ear) and timings.
* The medication has been prescribed by a doctor and is in its original packaging.
* The instructions from the parents match the instructions on the pharmacy label or packaging.
* The exact time and dosage is recorded each time the medication is administered (and the parent signs the consent form to confirm this) – **This can be downloaded from the website** and emailed to the school or sent in with the child’s medication.
* For some medications (such as epi-pens), training will be provided by a qualified medical professional.
* Medication is stored in a safe place, out of sight and reach of children.
* Completed medication records are stored safely in case they are required for insurance purposes at a later date.
* In exceptional circumstances, and by written arrangement with parents, children may be given medication (eg. Paracetemol); and for each individual occurrence, consent must be obtained first.
* *Inhalers are stored in a plastic blue basket which is visible in the classroom. There is also a container in which epi-pens should be placed after use so that they can be taken with the child to the hospital and handed over to the medical staff there.*
* *Some children suffering from a range of allergies will have been prescribed an antihistamine (such as Piriton; epi-pens, etc ). These should be stored safely in the classroom (out of reach of the children). Parents will be asked to provide written consent and this will be updated on an annual basis when pupil data sheets are updated. It is important that the children for whom this medication has been prescribed are aware of where it is stored.*
* *Each class teacher will have a list of children requiring medication such as inhalers etc stuck to his/her desk (or on the back of the whiteboard if no desk is present). If there is a child who has been prescribed antihistamine, information about where it is stored will be included.*

November 2009

Updated June 2012

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