

The role of parents and carers

Parents and carers

- Should provide full information about their child's medical needs, including
- details on medicines their child needs.
- Should provide details of any changes to the prescription or support required.
- Should develop a health care plan where necessary with the school and relevant health professionals.
- Will keep their child at home when s/he is unwell.
- Should only send medicines to school in exceptional circumstances, where it would be detrimental to the child's health if it were not administered during the school day.
- Will complete the relevant form to give written consent for any medicine to be administered by staff in school.
- Will obtain the headteacher's agreement for any non-prescribed medicine to be administered.
- Will provide medicines in the original container as dispensed by a pharmacist and include the prescriber's instructions
- Will collect medicines held in school at the end of each term or each day if appropriate
- Will check that the medicine in school is kept up to date and replace and take away any old medicine as necessary.
- Are responsible for arranging the safe disposal of the medicine



Summary of main points

There is no legal duty that requires school staff to administer medicines and medicines should only be taken to school when essential.

Medicines brought to school should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Staff will give a child medicine only with their parent's written consent by completion of the relevant form.

School will keep written records of each time a medicine is given.

Responsibility for the administration of medicines remains with parents - delegated to school for school hours only (9.00am – 3.30pm)

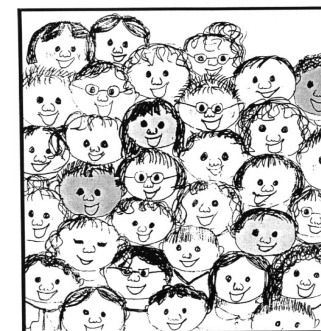
We hope you found this information useful. Please note this leaflet is just a summary of the

Administering Medicines policy a full copy can be found on the school

website or in the school



Nether Green Junior School



Administering Medicines Information for Parents/Carers

Forward Together

Administering Medicines Policy

Introduction

Children with medical needs have the same rights of admission to a school setting as other children. Parents have the prime responsibility for their child's health and should provide schools with information about their child's medical needs.

There is no legal duty that requires school staff to administer medicines and medicines should only be taken to school in exceptional circumstances. Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could lead to administering medicine and/or taking action in an emergency.

Schools need to know about any particular needs before a child is admitted or when a child develops a medical need. A health care plan may be necessary for such children, involving parents and relevant health professionals.



Medicines in school

No child will be given medicines without their parent's written consent.

Medicines should only be brought to school where it would be detrimental to the child's health if it were not administered during the school day. For example, medicine prescribed to be taken three times a day could be taken before school, after school and before bed.

The school will only accept medicines that have been prescribed by an appropriate professional. Medicines should always be provided in the original container with original instructions for administration.

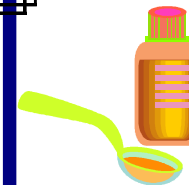
Children are responsible for looking after their own asthma inhaler and managing its use and remembering to go to the office to get their medicine.

All medicines must be handed in at the school office by a parent/carer. Children should not bring medicines to school and take them without adult knowledge.

Medicines should not be stored in children's lunch boxes or in their pockets.

It is not appropriate to ask school staff to make decisions about the need for medicine.

Children will be allowed to have throat sweets in school. The class teacher should be asked and the sweets should only be taken in lesson time.



The role of the school staff

Staff

- Will give a child medicine only with their parent's **written** consent.
- Will administer medicines in accordance with the prescriber's instructions.
- Should have been made aware of possible side effects and what to do if they occur by parents in writing on the parental agreement form.
- Will **only** give a non prescribed medicine to a child when there is a specific prior written permission from the parents. N.B. National Guidance states that medicines containing aspirin or ibuprofen should never be given unless prescribed by a doctor.
- Will record all administering of medicines.
- Will record if a child refuses to take a medicine and contact the parent.
- Will discuss any concerns with the parents.
- Will contact the parents of a child who is not well enough to be in school.
- Will carry out a risk assessment for appropriate school activities.

