

Dear Parents & Carers,

Please find detailed below an updated quick reference guide of how we manage medicines in school – the full policy is available on request or can be downloaded from the school website. Please note that all medicines brought into school must have a completed signed consent form and we will only give children one prescribed dose in the middle of the day if it is absolutely necessary, i.e. your child needs to have 4 doses in one day.

If you have any questions please call into the office.

Yours sincerely,

Mr T. McCoy  
Headteacher



## Sherdley Primary School

### MANAGING MEDICINES – February 2021

#### PARENT AND CARER QUICK REFERENCE GUIDE

This is a shortened version of the 'MANAGING MEDICINES POLICY' updated in January 2021 and is relevant to all pupils attending Sherdley Primary School.

This version is intended as a quick reference guide to ensure that parents and carers know which steps to take if their child needs to take medication, either on a daily or less frequent basis.

It is vitaly important that all parents and carers make school aware of any medical issues which affect their child and keep us informed of any changes to medications, side effects or signs of distress, so that we can continue to keep children safe within our care.

**IF YOUR CHILD REQUIRES 'ONE OFF' PRESCRIBED MEDICATION – such as a course of antibiotics**

**SCHOOL SETTINGS MUST NEVER ADMINISTER THE FIRST DOSE OF ANY NEW MEDICATION.**

- Where possible please administer medication throughout out the day so that a dose is NOT necessary within school, however, if the medication needs to be taken 4 times a day, then **one** dose will need to be administered within the school day.
- If at all possible a parent or carer should keep the medication at home and bring it onto the school site to administer it. However, if this is NOT possible parents or carers must request and complete form **APPENDIX C** the school office before any medication can be administered.
- Staff **MUST** see the medication in its original packaging, with dosage instructions and a label clearly marking this as prescribed for the named pupil.
- Medicines administered in this way will only be done so for 5 days maximum, or until the course is completed in line with the prescription.
- In respect of Early Years medication this will need to be signed in school each day.
- **PLEASE NOTE, WE CANNOT ADMINISTER ANY MEDICATION WHICH CONTAINS IBUPROFEN OR ASPIRIN UNLESS IT HAS BEEN PRESCRIBED BY A MEDICAL PROFESSIONAL**

**IF YOUR CHILD REQUIRES OCCASIONAL OVER THE COUNTER OR 'NON-PRESCRIPTION' MEDICATION – such as paracetamol for migraine or stomach cramps, or Calpol**

- This will usually apply to older pupils in school who are capable of 'self-administering' the dose.
- Again, the preference is for parents or carers to bring the medicine into school and administer the dose, however, when this is NOT possible school will review and judge whether the stated medicine is safe and appropriate to be administered in school without a prescription.
- **Appendix D** should be completed for 'over the counter' medicines, and if the child is carrying their own medicine, **Appendix J** will also need to be completed.
- Only a 1-day supply of medicine will be allowed using this basis, and again must be brought into school in its original packaging, with the dose and side effects leaflet enclosed.
- If this pattern becomes more frequent then follow the instructions for REGULAR OR ON-GOING MEDICAL NEED.
- Mrs Dudley is the named member of staff who should oversee the administration of these types of medicine, in the event of her absence please speak to the Headteacher, Deputy Head, Assistant Head, Head of Early Years or School Business Manager.

**IF YOUR CHILD REQUIRES REGULAR OR ON-GOING MEDICINE – including Asthma inhalers, medication for ADHD**

- Pupils require a HEALTHCARE PLAN; **Appendix A** form will need to be completed in conjunction with members of staff – please liaise with Mrs Bennett. This only needs to be completed once, unless the medication or condition alters. It is the parent or carers responsibility to inform school of any changes and ensure that the Healthcare Plan is up to date.
- It is vital that the school is informed of a child's medical needs before admittance, or as soon as they become apparent.
- **Appendix C – Parental Agreement to Administer Medicines** needs to be completed for the Headteacher to sign and agree.
- **Appendix E** will be completed in school on a daily basis to record when and who has administered the medication.
- Mrs Dudley is the named member of staff who would normally administer and store medication securely, however each case is individual and the method and time, or staff member will always be the most appropriate for that pupils' needs. In the event of absence please speak to either the Headteacher, Deputy Head, Head of Early Years or the School Business Manager.
- For pupils with Asthma, they will each have an Asthma Record Card. This will be used to record when pupils have used their reliever inhalers in school. It will be passed between home and school, to inform you of the amount of medication used in any particular day. It is not intended to be used to record home medication.
- It is the responsibility of parents and carers to check on the expiry dates, function and availability of asthma medications in school. As a general rule we would recommend checking with the class teacher every half term, and use Parents' Evenings as an opportunity to maintain and check the working order asthma inhalers etc.
- Pupils with specific medical conditions, including some allergic reactions, will have specific information displayed, together with a photograph, so that all staff are aware of the appropriate action to take, or signs of distress to be aware of.
- No asthma medication or Epi-pens will be locked away but will be stored in a location which is known to and accessible to pupils and staff as appropriate.
- Please be aware that any child who we know has a diagnosis of Asthma can use a Ventolin inhaler from another child in the event of an emergency – **Appendix K** will need to be completed.