

Medicines in school

Prescribed medicines - Medicines should only be taken to the School when essential. That means where it would be detrimental to a child’s health if the medicine were not administered during the School day. Parents must complete the school’s medicine form before staff are able to support a student. This policy is supported by the schools first aid policy.

- The School should only accept medicines that have prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines should always be provided in original container as dispensed by pharmacist and include prescribers’ instructions for administration.
- The School should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.
- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside School hours. Parents could be encouraged to ask the prescriber about this.

Non-prescribed medicines - Staff should NEVER give non-prescribed medicine to a child unless there is a specific prior written permission from the parents. A child under 16 should never given aspirin

Controlled Drugs - All controlled drugs are to be kept locked in a non-portable container and only named staff should have access. These will be kept in the school office or in the school’s sick bay.

Documentation Records - Documenting all medication given must be kept. The following details must be recorded:

- Date of Administration
- Expiry dates
- Dosage given
- Permission to administer checked
- Medication checked before administration

Policy written by	Kerry Williams – Executive Director
Date Revised	January 2022
Review schedule	1 year
Next review date	January 2023