



Brinsley Primary and Nursery School

# Medicines Policy

A small, square, grayscale image of a handwritten signature in black ink.

26.01.23

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BRINSLEY PRIMARY AND NURSERY SCHOOL  
MEDICINES POLICY

**Introduction**

Whilst it is important that we have a common-sense approach and sensitivity towards the administration of medicines, it is also necessary that we ensure that there is an organised approach which:

- supports the needs of the child
- supports the many safety aspects regarding storing, dosage and administration
- indemnifies the school, staff and the Governing Body against legal action from parents

The aim of this document is to clarify procedures for medicine in school. All parents/carers wishing their child to take medicine in school will be asked to sign a request form to ask the school to administer medicine.

**Inhalers**

Children who have inhalers should have them available where necessary. Inhalers should be kept in a safe but accessible place. This could either be in the drawer of the teacher's desk, or in a place agreed with the child that is safe for other children in the class. Depending on the needs of the individual, inhalers should be taken to all physical activities. Inhalers must be labeled and include guidelines on administration.

It is the responsibility of parents/carers to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.

At the end of each school year, we will ask parents/carers to collect medicines and return them at the beginning of any new school year to their child's new teacher. Any medicines found that are out of date / not collected will be disposed appropriately.

**Medicines**

As a general rule, children who are taking prescribed medicines, are usually considered to be too ill to attend school, and their absence should be determined on a case-by-case basis in-line with the Health Protection Agency's 'Guidance on infection control in schools and other childcare settings'. There are a number of circumstances in which a child may be well enough to attend school but requires medication to be given during the school day (when medication is prescribed by a doctor to be taken 4 times a day). Such circumstances may include:

- to treat a long term condition (such as juvenile arthritis or ADHD)
- to treat pain associated with a broken limb.
- to prevent a re-occurring condition such as migraine
- to complete a course of antibiotics after the initial period of infection has passed.

The best solution in most cases for the need to administer medicines is for parents/carers to come into school at the time the medication needs to be administered and give it to their child. Where this is not possible, due to parents/carers work commitments/lack of

transport, the school will endeavor to assist parents/carers in the administration of prescribed medicines.

Members of staff administer prescribed medicines as a non-statutory duty and as such every member of staff (including the Head Teacher) has the right not to give children medicine. Members of staff who do not wish to give children medicine should inform the Head Teacher of their wishes.

Before medicines can be given, parents/carers should sign a request form which gives the school consent to administer medicine. Forms are available from the School Office.

Medicines should be clearly labeled with a note explaining about dosage. An appropriate spoon should be supplied where necessary. Some medicines that are only needed in emergencies (eg epipen) are kept in the medicine drawer in the staffroom. Other medicines that need refrigerating are kept in the staff room. If medicines are kept in the classroom, they must be kept out of reach of children. As a rule, all medicines are best kept in the staff room.

A record of administration should be completed. Staff should sign this register after the medicine has been taken and this signature should be counter-signed by another member of staff.

It is the responsibility of the child / parent/carer to ensure that the medicine is collected from school at the end of the day (if the medicine is to be taken at home).

BRINSLEY PRIMARY SCHOOL

**REQUEST FOR PRESCRIBED MEDICINE TO BE  
ADMINISTERED IN SCHOOL**

NAME OF CHILD: ..... CLASS: .....

DATE FORM ACTIVATED: .....

NAME OF MEDICATION: ..... EXPIRY DATE: .....

DOSAGE TO BE GIVEN: ..... APPROXIMATE TIME  
TO BE ADMINISTERED: .....

I give my consent for the school to administer medicine as detailed above. I understand that whilst every care will be taken to ensure that medicine is given correctly, the right dosage at the right time, I understand that Brinsley Primary cannot accept liability for failure to give medicine/incorrect dosage of medicine given. I understand that by signing this consent form, I indemnify Brinsley Primary School from any legal action resulting from the administering of the above medicines.

Parent/Carer Signature: .....

School's Signature: ..... Name: ..... Position: .....

**RECORD OF ADMINISTRATION**

Date given:					
Time dosage given					
Administered by:					
Witnessed by:					