



## **Eaves Primary School**

### **Medicines policy overview**

PLEASE NOTE: Our full medicine's policy can be found on the school website.

The purpose of this overview is to reiterate the Eaves Primary School Medicine Policy that is understood and accepted by staff, parents, carers and pupils. It provides a sound basis for ensuring that children and young people with medical needs receive proper care and support while in school.

### **Procedures for managing prescribed medicine during the school day (for short term & long-term medications)**

- School will only administer medicine that is needed a minimum of four times a day.
- Parents/carers must ensure the setting is supplied with adequate information regarding their child's condition and medication.
- Information must be in writing and signed by the parent/carer (school have a form for parents/carers to complete; without this the medicine cannot be administered)
- All medication must be provided in the original box, and we are unable to accept unboxed blister packs of tablets or unboxed bottles of medication.
- All boxed medication must have the label from the prescriber attached, showing dosage, the child's name and the date it was dispensed.
- School will only accept medicines that have been prescribed by a dentist, doctor, nurse prescriber or pharmacist prescriber.
- School will not make changes to dosage on parental instructions, and it is parental responsibility to inform school if a medication is no longer needed.
- Every effort will be made to ensure medicine is given at the right time, however, due to unforeseen circumstances this is not always possible.
- Information about regular prescribed medicines must be updated annually, or earlier if medication is altered by a medical professional.

- Medication must be delivered directly to the school office by parents/carers or escorts employed by the Authority.
- If the child attends Care Club, at the discretion of the Head Teacher, on a case-by-case basis, medicine prescribed 3 times per day may be administered.
- A record will be kept by the school of all medication administered to a pupil.
- The school will keep prescribed/controlled drugs in the main office and only named staff will have access.

### **Administering Medicines**

- Non-prescribed medication will not be administered to a child by the school.

Staff administering medicine to a child will check;

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

### **Long term medical needs**

Parents/carers of children with long term medical needs, must inform school before a child is admitted, or when a child first develops a medical need. A health care plan should be in place for such children on the recommendations of all professionals involved with the child.

### **Refusing Medicines**

If a child refuses to take medication, staff will not force them to do so, but will note this in the records and contact parents/carers accordingly. If this refusal constitutes a medical emergency, the appropriate authorities will be contacted.