



“I have come in order that you might have life – life in all its fullness.”
John 10:10

Medicine Policy

Policy reviewed:	<i>22/2/2017</i>
Next review:	<i>Spring 2020</i>
Signed (Headteacher):	<i>R. Kaye</i>
Statutory policy: <i>Yes/No</i> On school website: <i>Yes/No</i>	

MEDICINE POLICY

1. Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if it were not administered during the school day. Therefore, we will normally only administer medication in cases where a child has been instructed to take four doses of the prescribed medicine per day.
2. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
3. Medicines should always be provided in the original container, as dispensed by a pharmacist and include the prescribers instructions for administration.
4. We will NEVER accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
5. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents will be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day, could be taken in the morning, after school hours and at bedtime.
6. No medicines will be given without their parent's written consent.
7. Any member of staff giving medicines will check:
 - the child's name;
 - prescribed dosage;
 - expiry date;
 - written instructions provided by the prescriber on the label or container.
8. A written record will be kept each time medicines are given.
9. If a child refuses to take medicine, staff will not force them to do so, but will note this in the records. Parents will be informed of the refusal on the same day.
10. All medicines will be stored in a suitable safe/secure place.

Appendix A: Parental Agreement (Form 3A)

Appendix B: Record of Medicine Administered (Form 5)

For further information, please refer to *Managing Medicines in Schools and Early Years Settings* (DfE, March 2005).

APPENDIX A: FORM 3A

Parental agreement for school/setting to administer medicine

(Managing Medicines in Schools and Early Years Settings (DfE, March 2005), pp.52–53.)

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of school/setting	Christ Church C of E First School
Name of child	
Child's date of birth	
Group/class/form	
Medical condition/illness	

MEDICINE

Name/type of medicine (as described on the container)	
Date dispensed	
Expiry date	
Agreed review date to be initiated by ...	<i>[name of member of staff]</i>
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self-administration	Yes / No (delete as appropriate)
Procedures to take in an emergency	

CONTACT DETAILS

Name of person with parental responsibility	
Relationship to child	
Daytime telephone no	
Address	
<p><i>"I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is <u>not</u> obliged to undertake. I understand that I must notify the school/setting of any changes in writing.</i></p>	
Date	
Signature	

APPENDIX B: FORM 5

Record of medicine administered to an individual child

(Managing Medicines in Schools and Early Years Settings (DfE, March 2005), p.56.)

Name of school/setting	Christ Church C of E First School
Name of child	
Date medicine provided by parent/carer	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	
Staff signature	
Parent/carer signature	

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			