

MEDICINES IN SCHOOL – POLICY AND PROCEDURE

Rationale

To ensure the safe and effective administration of medicines to children at School.

Purposes

1. To ensure that each child is given or takes medicine at the appropriate time and in the correct dose according to his/her doctor's advice.
2. To ensure that the medicines are stored in an appropriate and secure location from where they can be effectively administered.

Guidelines

Any child who needs medicines at school must give these to the school Office unless it is essential they are kept on the person (e.g. inhalers for asthmatics).

Medicines should be clearly labelled with:

- The child's name
- Name of medicine
- Method, dosage and timing of administration
- Date of issue
- Expiry date

The office staff/Senior Midday Assistant usually administer any medicines. No medicines may be administered to children at school unless accompanied by information from the child's legal guardian, giving method, dosage and time of administration. The 'Request For School To Administer Medication' form should be filled in on such occasions. The member of staff who administered the medication must record details on the record sheet.

Paracetamol or similar analgesics will not be issued by school staff unless prescribed by a Doctor.