



Stebbing Primary School Administering and Managing Medicines Policy

Created/updated FEBRUARY 2018
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Due for review 2021

Introductory statement

It is important that parents inform the school of any medical condition(s) which may affect their child/ren whilst at school, or may require the administration of medicine during the school day.

Where possible parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours.

Where this is unavoidable, the School is willing, in principle, to administer prescribed medicine to pupils and in certain cases the school will administer non-prescribed, over the counter medicines such as Piriton. The parents will in these cases have to complete an AMED 2 form.

The Policy

Parents must complete a request form before the medication can be administered. For certain medical conditions it may be necessary for the School to seek the advice of the School Nurse before agreeing to this.

The School reserves the right to refuse to administer medication.

Medication should be handed in at the office clearly named and with the completed ADMED2 form giving details and timings of the dosage of the medication.

Prior to giving the medication 2 members of staff will check that the identity of the pupil match that of the prescribed medicine and the dosage. All medication administered is recorded on an ADMED 3 form, signed by the person giving the medication and counter signed by a second member of staff who witnessed the medicine being administered.

Any remaining medicine is returned to the parent/carer at the end of the day or course.

Medicine that must be kept refrigerated will be stored in the fridge in the school office.

Most members of staff have undertaken First aid training, updated every three years, this includes administration of EPIPENS. EPIPENS are kept in the medical cabinet in the School Office, they should be clearly named and kept up to date (this is the parent/carers responsibility). Lists of all children with allergies and long term medical conditions are on display in each classroom.

Inhalers are kept in the school office, they are clearly named and kept up to date (this is the parents/carers responsibility).