

COLLINGWOOD PRIMARY SCHOOL
Medicines Policy

Medicines Policy

It is our aim to support children with regard to any medical condition. It is our policy to work closely with the parents/carers to ensure that a child's medical needs are met.

Short term medication

In the event of a child needing medication within the school day, the following procedures will apply:

- The parent/carer must either complete a form, which is available from the school office, or send a letter giving clear instructions about the medication needed, when it should be administered and the dosage required. **(Only medication in it's original, labelled container will be accepted)**
- All medication to be taken short term must be handed to the school office each morning and collected at the end of the school day.
- In the case of medication for asthma, preventers/inhalers must be clearly labelled and will be kept in each class for self-administration by the pupil. For any outdoor lessons, the inhaler should be taken outside for immediate and easy access in the event of need. A record will be completed each time the medication is used.
- Parents/carers must sign a declaration giving permission for the medication to be self-administered.
- A record will be kept of all medication administered along with the date and time.
- All medicines (other than inhalers and Epi-pens) will be stored in a labelled draw/cupboard in the school office with the exception of medication requiring refrigeration. In this case, the staffroom 'fridge will be used.

Longer term medication

- In the event of a child needing medication over a longer period of time, the following will apply:
- The parent /carer must contact the school to arrange a meeting to discuss the child's needs.
- An agreement will be drawn up stating the medication needed, how and when it is to be administered and the staff trained to do so.
- Agreements will be reviewed on a regular basis.
- A record will be kept of all medication along with the date and time.

Illness within school time

- If a child becomes ill during the course of a school day, the parents/carer will be contacted.
- In the event of a medical emergency, a doctor/ambulance will be called and the parent/carer notified.

Educational Visits

- A risk assessment must be completed prior to any off-site activity. As part of this, individual children's medical needs must be given appropriate consideration.
- Any emergency medication (e.g. EpiPen / Piriton / inhaler) must be taken and held by the teacher in charge of that child's group.