

"We all play our part in achieving excellence in everything"

The Pilgrim Federation Managing Medicine Policy

Prescription Medicines:

If prescription medicines need to be administered during the school day then parents/carers must complete Local Authority form F624b which must be signed by the parent carer and will also be signed by the headteacher or in her absence the most senior member of staff.

Storage of medicines:

Medicine must be clearly labelled and stored in the school office, or if required, school fridge according to the product instructions. Asthma inhalers and epi pens will be stored in the class rooms close at hand and will be taken on all trips out of school. All medication must be supplied in the original container.

Medicines on school trips:

A member of staff will be delegated to look after and administer medication on a school trip as long a form F624b has been completed.

Record of medicine administered in school:

The member of staff administering medicine will record the amount given, the date and the time and will sign against this. They will also check for any adverse reactions.

Long term medication:

Long term medication also requires the completion of form F624b. If after a period of time the child no longer requires the medication then the parent /carer must sign again on the parent/headteacher agreement form to record this.

Non-prescription medicine:

Non-prescription medicine may be administered if form F624b is completed. A record of any administration will be kept as above.

(A child under 16 should never be given aspirin- containing medicine unless prescribed by a doctor.)

Staff training:

There is no legal duty that requires staff to administer medicines. However, each school in the federation has staff appropriately trained to manage medicines.

This policy was created using Norfolk County Council guidance form G624a.