

PARENT SUMMARY OF SCHOOL POLICY AND GUIDELINES FOR HANDLING
AND ADMINISTERING MEDICINES



**PARENT SUMMARY OF
SCHOOL POLICY AND GUIDELINES
FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL
Archibald First School**

Prescribed Medicines

The administration of a prescribed medicine in school will only be permitted if the recommended dosage is four or more times per day.

A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime (or later). School will not **administer short term medicines when the** child can be medicated outside school hours.

Medicines that are not prescribed such as cough lozenges etc. **will not** be administered by First Aid staff and are not to be brought to school.

Before medication can be given in school, parents must complete the appropriate Health Care forms, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office.

Medicines are only administered at the start of the lunch break. For prescribed medicines, a medicine administration record form is completed with child's name, medication and dose administered, the time given and the person who administered the medicine. A second signature of an observer is also recorded.

Parents/Carers are responsible for delivering any prescribed medication to school via the school office and to collect them at the end of the day in the same way. Should a child be attending a club before or after school, parents and carers are responsible for informing the leaders of these and for requesting that they handover / collect the medicine to/from the school office.

At no point, should medicine be in a child's bag or in a child's possession.

PARENT SUMMARY OF SCHOOL POLICY AND GUIDELINES FOR HANDLING AND ADMINISTERING MEDICINES

Prescribed Asthma Medication

Children with asthma, administer their own medication under supervision of the First Aider. All inhalers must be used with a spacer - it is parental responsibility to supply these to the school.

An acknowledgement slip of administration is sent home with the child. This details the child's name, medication and dose administered, the time given and the person who administered the medication. A second signature of an observer is also recorded.

School has spare salbutamol inhalers as well as a number of single use spacers in school. These are kept as an emergency supply for instances such as a child's prescribed inhaler is not available due to being broken or empty. Children can only use the emergency salbutamol inhaler if they have been diagnosed with asthma and have a prescribed reliever inhaler OR if they have been prescribed a reliever inhaler **and** we have written consent.

Adrenaline Auto Injectors (AAI's):

There may be pupils in school requiring 'Adrenaline Auto Injector pens' (AAI). The **administering of AAI's must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether antihistamine has been administered first.** All staff have been trained in the use of AAI's and/or symptoms of anaphylactic shock via regular staff training from School Health staff.

All children are required to have two AAI's in school. One is kept in their classroom and the second is located in the locked medicine cabinet in the dining hall. **Both AAIs are taken on school visits.**

SPARE EMERGENCY ANDRENALIE AUTO INJECTORS: School holds 4 spare AAI pens in school (2 each of different strengths based on ages of use). These will be used in the event of any child displaying symptoms of anaphylaxis unless parents/carers have expressed in writing that the AA! Pen cannot be used for their child/children.

Non-Prescribed Medicines

We keep paediatric paracetamol solution (eg Calpol or equivalent generic paediatric pain relief) and paediatric liquid antihistamine in school. This can be administered on an ad-hoc basis only if written permission has been submitted to the main office and recorded.

Calpol or the equivalent generic paediatric pain relief will not be administered at the request of parents and parents/carers who feel their child should have a dose on arrival to school. Parents/carers are responsible for administering this at home and informing the school of the time of the dose.

PARENT SUMMARY OF SCHOOL POLICY AND GUIDELINES FOR HANDLING AND ADMINISTERING MEDICINES

Staff will contact parents to confirm permission wherever possible. An acknowledgement slip of administration is sent home with the child. This details the child's name, medication and dose administered, the time given and the person who administered the medication. A second signature of an observer is also recorded.

We may arrange for paediatric pain relief to be administered with parental permission due to ongoing/reoccurring medical conditions if following medical advice – in this instance, the medication must be supplied to school as a prescribed medication.

Staff

These members of staff are the appointed persons and are responsible for first aid and the administration of prescribed medicine at school:

- Miss Lorna Gowland
- Mrs Lisa Birkett
- Mrs Kimberley Mullick
- Miss Laura Watson
- Mrs Rebecca Turner (Head Teacher) - will provide cover when necessary

In addition, these members of staff are responsible for the administration of prescribed medicine at school:

- Mrs Rachel Carr

Temperatures

For possible high/low temperatures there is an ear thermometer, this is a less intrusive alternative to a digital thermometer for measuring all but the very youngest children's temperature. They provide a result without undue disturbance of the child and we ensure a new protective cap is securely fitted over the thermometer tip before each use. The school also has a hand-held digital thermometer.

Educational Visits

A portable First-Aid kit and individual pupils' medicines are taken on all Educational Visits and administered by a designated member of staff.

Monitoring and Evaluation

These guidelines were reviewed and agreed by the Governing Body. We are aware of the need to review the guidelines regularly. The Parents' Summary of First Aid and Medicines in School will be formally reviewed annually.

Date of last review: Spring 2026

Date of next review: Spring 2027

Main First Aiders



First Aiders



Early Years First Aiders



Lunchtime First Aiders

