



'We can and we will'

GLEBE PRIMARY SCHOOL

Policy on Medicines in School

Mission Statement:

At Glebe School we believe in an ethos that values the whole child.

**We strive to enable all children to achieve their full potential academically.
Socially and emotionally**

Aim

To ensure the safe and legal use of medication in the school environment

THERE IS NO LEGAL REQUIREMENT FOR ANY MEMBER OF STAFF TO ADMINISTER MEDICATION IN SCHOOL. THIS IS DONE ON A VOLUNTARY BASIS IN ACCORDANCE WITH BOROUGH POLICY.

If medication is required to be given by school staff, the following considerations are followed.

All medication should be prescribed by a doctor, and presented to school with the child's name and date on the prescription label. A letter of authority from the parent should accompany this medicine clearly giving instruction as to how the medication should be administered. The parent should also indicate if there could be any side effects in giving the medication.

There are a few exceptions where non-prescribed medication is permitted, and in the cases where we would accept no-prescribed medication, a signed letter from the parent giving precise instruction, including why the child needs it, is mandatory.

It is the parent's responsibility to deliver and collect the medication from the school office/ welfare room. (Parent must come into the main reception to deliver and collect medication and not send it in with a child).

The school will endeavour to administer medication as requested, but cannot be held responsible for missed doses.

In the cases of life long and/or long term conditions expiry dates on medication should be diarised by the parent for replacement. The school will endeavour to

contact parents when medication is near to expiry date, but the ultimate responsibility is with the parent. The school cannot be held responsible for out of date medication.

Children who are on the Medication Register (e.g. Asthma, Epi-Pen), who do not have the correct medication in school, will not be allowed off school premises. This would include swimming and school trips. In the case of school trips where a voluntary contribution has been made, no refund will be available.

Any medication brought into school will be stored according to requirements.

Inhalers are kept in drawstring bags in classrooms.

Medication used for severe allergy re-action is kept both in class and the Hygiene Room.

Medicine that requires to be kept cool, will be kept in the fridge

All other medication will be kept in a lockable cupboard in the Hygiene Room.

As a rule, sun screen is not permitted in school, and we encourage parents to administer such before the start of the school day. In extreme circumstances we would adopt the "prescribed medication policy".

Any out of date medication will be sent home with the relevant child for disposal.

At the time of policy writing the following non-prescribed medication may be considered:

Anti-histamine (e.g. Piriton)

Pain Control (e.g. Calpol, Nurofen)

Eye drops (For hayfever)

This medication is only given under extreme circumstances, and only for the duration of the condition. The medication should then be returned to the parent.

Any abuse of this policy will result in the school refusing to administer medication, and the parent having to come in to administer the medication to their child at the correct time.

We take the health and well being of your child seriously

Revised February 2018

To be revised in 12 months or sooner if significant changes occur.

Emma Varney