



If we believe it, we can achieve it.

LAYCOCK PRIMARY SCHOOL **MEDICINES POLICY**

The Governors have agreed that whenever possible, medicine will not be administered in school.

However, when it is necessary for a child to have a medicine in school, the parents/guardians will be made aware of the following:

- Medication will only be administered if it is prescribed by a doctor
- The name of the child and the dosage to be administered is clearly labelled.
- To complete a medical authorisation slip stating the child's name, the dosage, expiry date and the time the medicine is to be administered.

Non-prescribed medicines

The school will not be able to store or give medicines that have not been prescribed to a child (e.g. Calpol, Piriton or cough medicines). Parents will be asked to make arrangements to come into school if they wish their child be given these medicines.

Prescribed medicines

In line with other schools' policies, if medicines are prescribed up to 3 times a day, the expectation is that parents or carers will give these medicines outside of school hours.

If medicines are prescribed 4 times a day, the school strongly encourages parents or carers to make arrangements to come into school to administer these medicines themselves. Parents and carers will definitely be required to administer the first 24 hour dose of any new prescription, for example antibiotics.

Parents will be asked to consider whether their child is well enough to be at school if they require medicine 4 times a day.

All prescribed medicines will be held securely in the school office and will be administered, according to the authorisation and dosage indicated on the medicine. This will be recorded by the member of staff in the medicine book. Confidential details contained in the medical authorisation slip will be destroyed after a period of ten days after the prescribed medication has ended.

Medicines will be collected from the office by the parent/guardian at the end of each school day.

The school accepts no responsibility for medicines which are left in school overnight.