

Administration of Medicines Protocol (in brief)



Members of staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a doctor, dentist, nurse prescriber or pharmacist prescriber may stipulate that a medicine has to be taken during the school day. Parents/nominated carer, should where possible, either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. Medicines **MUST** be supplied in the original container as dispensed with the prescription label, including the child's name and the prescriber's instructions for administration. They should be handed in to the school office where parents must complete a 'Request for school to administer medicine' form.

On no account should a child come to school with medicine if he/she is unwell.

Non-prescription Medicines

Non-prescription medicines are not administered at school but in certain circumstances this may be reviewed on a case by case basis. Parents/carers are welcome to come into school to administer these medicines to their child. Pupils should not bring medicines to school for self-administration.

