

## ADMINISTERING MEDICINES IN SCHOOL

### January 2020 Updates

Dear Parent/Carer

Due to updates in Local Authority guidance for administering medicines in school we have updated our relevant policies, which can be found on our website. However, these are long documents and in order to make things easier for everyone, we have detailed below the most relevant information and changes below.

East Riding Local Authority state that, "Medicines should only be taken in school when essential: that is where it would be detrimental to a child's health if the medicine were not to be administered during the school day".

It is expected that parents/guardians will normally administer medication to their children at home.

We try to be as accommodating as possible regarding illness and attendance however, with these guidelines in place, unfortunately, only PRESCRIBED medication can be accepted into school (with the exception of oral paracetamol - see below).

#### **Prescribed Medication**

East Riding LA advise that it should not be necessary for school to administer medication which is required to be taken 3 times a day. East Riding have said that 'evenly spread' medication can be administered before school, after school and at bedtime. However, medication which needs to be taken 4 times a day can be administered in school.

Where a parent might require a child to have medication during the school day, that school is unable to administer, parents are able to make arrangements to come in, or a representative to come in and administer.

This does not affect the agreed plans for children with ongoing medical conditions who may require long term medication.

Prescribed medicines should always be provided by parents in the original container or as dispensed by a pharmacist and include the prescriber's instructions for administration and the Patients Information Leaflet. The label should clearly state:

- Child's name
- Prescribed dose
- Expiry date
- Duration the medication should be administered for

Any change in a prescription should be supported by new directions on the package of the medication or by a letter from a medical professional.

### **Over the counter/Non - Prescription Medication**

Non-prescription medicines (e.g. Calpol) should normally be limited to a 24-hour period and school should not administer to a child beyond 48 hours unless a health care professional has been consulted.

Paracetamol - Parents must:

- provide paracetamol oral suspension as a 5ml sachet. Depending on the dose, this may be one or two sachets (however, if the dose required is 7.5ml, the parent/guardian must provide an oral syringe or a 2.5ml spoon)
- Bring the medication **only on the day it is required** in a sealed envelope containing the medication with the pupil's name, class, date and time last given clearly marked on the front of the envelope.
- Complete consent form 3 (Parental Agreement For School To Administer Medicine - available on the website under Parents - Medical Advice) giving permission to administer or supervise their child, stating clearly the dose to be taken. If a dose has been taken before arriving at school, details of the time after which the next dose may be received (**at least four hours**)

School will not administer aspirin or medicines containing ibuprofen unless prescribed by a medical professional (Doctor/Pharmacist.)

Over the counter medicines (Non-prescription), e.g. hay-fever treatments will only be accepted in exceptional circumstances.

Cough/throat lozenges are not allowed in school.

### **Storing and Administering medication**

All medication should have been previously administered without adverse effect in the past.

No medication will be administered at school unless written permission has been given by the parent/s guardian and a form completed (available on the website under Parents - Medical Advice).

Medicines should normally be administered during break or lunch times. If for medical reasons, the prescribed medicine has to be taken at other times of the day, arrangements should be made accordingly.

Medication should be in date, it is NOT the school's responsibility to notify parents/guardians if medication has gone out of date.

Any out of date medication should be collected by parents/guardians.

Parents/guardians will be responsible for ensuring there is an adequate supply of medication for their child whilst at school.

All medication should be brought into and collected from the school office each day, by an adult and a completed consent form signed by the parent/guardian. If the parent/guardian cannot attend school, a form can be downloaded from the website and sent into school or emailed.

Please advise staff how your child normally takes the medication, i.e with a drink, sitting down, can become distressed, no problem.

We understand that signing in medication can be a lengthy process and staff have to make certain checks and follow set procedures in order to safeguard everyone, especially the children. Please be patient whilst this is happening.

We hope that this information is of help to you in understanding our procedures which have been updated as a result of training, legislation and guidance updates from the Local Education Authority in partnership and consultation with Public Health England, the NHS and local medical service providers.

We always aim to be supportive and inclusive, within the guidelines that we adhere to. We appreciate that from time to time circumstances for individual children/families may require greater consideration and we would welcome a discussion with you.

If you have any concerns, please feel free to come in and speak to myself or the office staff.

Thank you for taking the time to read this document and for your continued support.

Helen Calpin

Headteacher