

Croyland Primary School

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Administering Medicines to children

Excellent attendance for all children is vital to enable them to get the most out of education. Whilst we hope your child has a happy and very healthy time with us, we recognise that small children do become unwell, especially when they first start school and may need the help of medicine to get better.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours, this avoids the possibility of medicines being left in school, and children not being able to take their medicine as prescribed. Your doctor may be able to advise you how you can manage the dose outside of school hours.

If your child must have prescribed medication of any type given during school hours, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of the authorisation form from the school office – giving permission for a member of staff to administer the medicine.

Prescription medicines must be brought into school by an adult, children **must not** bring in medication. The medicine must be in its original pharmacy-labelled bottle, which states the child's name clearly and contains instructions for administration, dosage and storage. **We are unable to administer medication that has not been prescribed by a doctor, this includes Calpol, Piriton, etc. that you have bought over the counter.** If it has to be given during school hours, and your child is well enough to come to school, then you will need to get it prescribed by a doctor.



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All medicines must be stored safely and the majority will be kept in a locked cupboard or refrigerator. The exception to this are medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens which must be always readily available to children and not locked away. The school has a member of Staff, Miss Page who is the designated lead for children with long term medical needs and she will work closely with parents and children to ensure that correct procedures and protocols are in place to enable any pupil with a long or short term medical condition to receive their full educational entitlement, and have minimal disruption to their learning.

Whether your child has a long or short term medical condition, it is vital that all information is shared with us so that we can ensure that the best care is being given to your child. If at any point in the year anything changes with your child's medical situation please let us know.

School staff **will not** administer any medication to children unless they have received an authorisation form properly completed, signed by the parent/carer, and the medication has been received in the original labelled container. The member of staff administering the medication will also complete an individual child administration record, which will record the time and dose given. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container

The school secretary, or in her absence a member of staff delegated the role, will give the medicine at lunchtime (noon - 1pm). You may need to adjust the timings for other doses to take this into account.

This practise also applies to school trips and residential school journeys. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions. If you have questions about the policy, or other issues related to the administration of medication in the schools, please call the school and speak with the school secretary. In addition we would like to take this opportunity to remind all parents/carers that all staff are required to take the necessary steps to prevent the spread of infection. In light of this we may ask you to collect your child or keep your child at home if there is a risk of infecting other children.



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