

Woodhouse Academy

Administering Medicines Policy

Reviewed: Summer 2016
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Whenever possible parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. Medicines should only be sent in to school if emergency or if prescribed for 4 times daily. Medication prescribed 3 x daily should be given prior to school, following school and bedtime, unless specific instructions given by GP that override this. However, if parents wish the school to administer the medication (in *loco parentis*) they should give the School Office a written request (using the appropriate form) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). Oral information from the pupil or parent will not be acted upon. (A copy of the form required from parents can be obtained from the office).

If required, the parents will be able to visit the establishment during the day to administer medication in person.

The parent must supply the medication in a suitable container clearly labelled with:

- The child's name
- The name of the medicine
- The method, dosage and timing of administration
- The date of issue
- The expiry date.

Details of possible side effects should also be given.

The medicines should preferably be packed and labelled professionally. Where possible, not more than one week's supply should be sent at one time.

It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.

Medicines will be kept in a safe place, separate from the first aid box. Bronchodilators and medications needed in an emergency will be readily accessible. A designated member of staff will be made responsible for administering medication.

Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.