**GODLEY COMMUNITY PRIMARY SCHOOL**

**POLICY FOR MANAGING MEDICINES**

This policy sets out the steps that Godley community Primary School will take to ensure full access to learning for all its children who have medical needs and are able to attend school. It has been devised in light of DFE guidance.

1. Managing prescription medicines that need to be taken during the school day.
   1. The parent/carer should provide full medical information about their child’s medical needs.
   2. Short-term prescription requirements should only be brought to school if it is detrimental to the child’s health not to have the medicine during the school day. Where possible it is the responsibility of the parent/carer to arrange the timing of medication so that it is not necessary for it to be administered during the school day.
   3. The school will only administer medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
   4. Medicines should always be provided in the original container as dispensed by a pharmacist and should included the prescribers instructions for administration. In all cases this should include:

* Name of child
* Name of medicine
* Dose
* Method of administration
* Time/frequency of administration
* Any side effects
* Expiry date
  1. The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to prescribed dosages
  2. Some medicines prescribed for children are controlled by the Misue of drugs Act Member s of staff are authorized to administer a controlled drug, in accordance with the prescribers instructions.
  3. For the safety of others all controlled drugs will be kept in a locked