



Scotforth St Paul's CE Primary and Nursery School

Learning, growing and caring as part of God's family.



Jesus (the gardener) nourishes and tends us as we learn and grow, so that we can all flourish. As a vine, we are one, but all unique and special to Him. We care for each other, as God cares for us.

Administering Medication Policy

Approved by: BHS

Date: 9/5/23

Next review due by:

Summer 2025

Short Term Medication

Pupils who are unwell should not be sent to school. If children become unwell and require non-prescribed medicine during the day that will enable them to feel well enough to remain in school e.g. calpol, a staff member may administer the appropriate dose, after contacting the parent for permission prior to administration. No medication will be given without parental permission. A record of any medication given (including time it was given) will be made in the medical folder. Parents will be expected to collect children who become too unwell to stay in school as soon as possible and emergency contact telephone numbers will be kept by the school for this reason.

The school calpol will be kept in a secure drawer, away from children, and checked before use to ensure it is in date.

If a pupil becomes seriously unwell or injured, an ambulance will be called immediately and parents informed.

Long Term Medication

There will be some cases where children will administer their own prescribed medicine e.g. asthmatic children. In these cases parents must give written details about dosage and timings of medicine. If the situation worsens, parents will be contacted. Older children will be responsible for storing their own inhalers and younger children's inhalers will be stored in the classroom. Asthma medication is easily available during P.E., swimming and any activity/visit held off site. An asthma record card is completed by parents and stored in the office. All staff are aware of children who have asthma that they work with.

If a child usually takes medication for asthma, but has not got their inhaler in school and needs it urgently, the school inhaler may be used. Contact will be made with parents as soon as possible, however the priority will be to provide relief for the child. The school inhaler will be kept in a secure drawer, away from children and checked before use to make sure it is in date.

There may also be some children with long term or permanent conditions who require prescribed or non-prescribed medication. If this is the case then the appropriate forms from the Medication folder should be completed and signed by parents and a record made of every time any medication is given.

Medicines may also be administered by school staff where children are in need of medication during the school day but are well enough to be in school. This may typically be antibiotics or antihistamines that need to be taken 4 times per day. Once again the relevant forms must be completed as with long term medication.