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It is the **parents responsibility** to renew medication when supplies are running low and to ensure that the medication is within its expiry date.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from school premises. However, there may be occasions when it may not be possible to include a pupil on a school trip if the appropriate supervision cannot be guaranteed.

### OVER THE COUNTER MEDICATION

Calpol, antihistamines or other (over the counter) medication will **only** be administered in **exceptional** circumstances after the **written consent of the family doctor has been obtained**. You will be required to complete the relevant forms.

In the event of a child receiving medication on a long term basis, the parent will be asked to sign a [Long Term Medication Form and Daily Medication forms](#) as required.

If your child needs to carry an inhaler, please make sure this is properly labelled. The school does not keep a log for this medication.

*Our medication policy was written and adopted by Dry Sandford School Governing Body.*

### **Reminder:**

We will **not** accept medicine that has been taken out of the container as originally dispensed nor will we make changes to dosages on parental instructions.

### DRY SANDFORD SCHOOL

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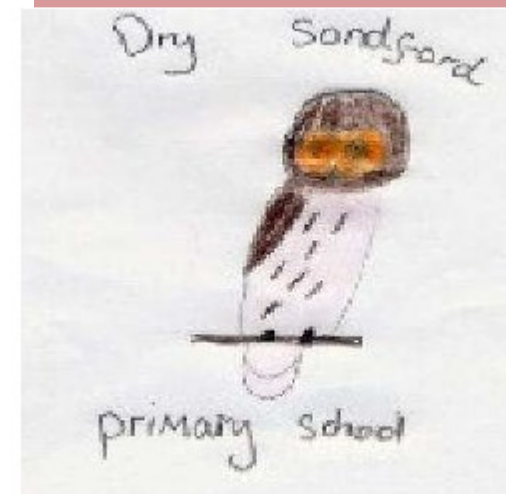
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## Introduction of our NEW MEDICATION POLICY

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**DRY  
SANDFORD  
SCHOOL**





## Why the change in school practice?

Schools are required as part of Health and Safety to have a written Medication policy outlining the management and administration of pupils' medicines. This policy is reviewed by our Health and Safety Committee, staff and full governing body.

The school used **Managing medicines in schools and early years settings (DfES/ Department of Health 2005)** whilst drawing up this policy to safe guard both your children and the school staff.

May we remind you that at the start of each year, you are provided with an opportunity to provide school with information on your child's health needs. If this has changed during the year, please make sure that the school is informed.

The headteacher accepts responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

### GUIDELINES FOR ADMINISTRATION OF PRESCRIBED MEDICATION AT DRY SANDFORD SCHOOL

**As a parent you are encouraged to give medications at home whenever possible.** If your child is on prescribed medicine which needs to be taken three times a day you should, if at all possible, get them to take this at home, i.e. in the morning before they come to school, on reaching home after school and before bedtime.

If your child has been **prescribed** antibiotics by the doctor, a member of staff will administer a maximum of **one** dosage of the prescribed medication during the day.

When **prescribed** medication is brought onto the premises, you must **complete and sign** the medication forms held in the school office. Please ask Mrs. Busby for these or print one from the school website.

Without this written request we cannot give any medication. We need to know the dosage, timings, reason for use, duration of medication and any possible side effects.

Medication **must** be in original containers (child proof), and have an affixed label with the child's name, name of medication, the dosage, timing and frequency and **must** be delivered to school by yourself or another designated adult, not by your child.

All medication will be kept in the office or staff room, out of the reach of children. Please collect your child's medication at the end of the day and check that it has been administered. The school is required to keep a log of all ad-

ministered medication.

Please ask the doctor or pharmacist, where possible to:

- Prescribe dose frequencies which enable the medication to be taken outside of school hours.
- Request medication is dispensed in two parts: one for home, one for school

If your child suffers from a long term medical condition (such as diabetes, epilepsy etc), the headteacher will endeavour to meet with you and medical professionals prior to his/her start date to draw up a Health Care Plan. Staff members will receive training on the specific condition and the methods of administration of treatment.