

# MEDICATION POLICY

FOR

THE DUKE OF NORFOLK CE PRIMARY  
SCHOOL



## **MEDICATION POLICY**

### **1. AIMS OF THIS POLICY STATEMENT**

- to support regular attendance of all pupils;
- to ensure staff understand their roles and responsibilities in administering medicines;
- to ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children may not return to school for at least 48 hours into a course of antibiotics.

Duke of Norfolk CE Primary School is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive care and support in school.

### **2. PRESCRIPTION MEDICINES**

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day)
- All medicines should be taken directly to the school office by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name and class number;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the staff member on our record sheets;

### **3. EMERGENCY MEDICINES**

Any medicines which are prescribed for emergency use e.g Epi pens and inhalers are to be kept

### **4. ROLES AND RESPONSIBILITIES OF SCHOOL STAFF**

- Duke of Norfolk CE Primary School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed to do so.