

Medicine Procedures

Basic principles:

- Legally, we are acting 'in loco parentis' while the child is in our care. This means that we must act as any reasonable person/parent would.
- If a child is unwell with diarrhoea or vomiting please do not send your child to school until the symptoms have cleared for 24 hours - this will help us avoid having the bug sweep through the class.
- Obviously conditions such as diabetes, asthma, epilepsy and cystic fibrosis would not be included.

Guidelines:

- Where a child must take prescribed medicines parents must complete a consent form available at the school office.
- All medication must be clearly labelled with the instructions and the child's name.
- Medicines are kept in a safe place, generally it is held in the school medical room.
- Parents may come into school to administer the medication themselves.
- Details of the requirements are put on a form and kept in the medical room. This form is signed and dated each time medicine is given out.
- Medicine can only be given by authorised members of staff when there is a specific need i.e. medicine to be taken **four times a day** or **before a meal**. All medicines sent into school must be **clearly labelled** and **sent with a spoon** for the child to use.
- Children needing inhalers in school should have them clearly labelled. They will be readily available for the child's use. An adult will usually be present if an inhaler is being used but a child should be encouraged to be responsible in its use without supervision.