



## **Beech Grove Primary School**

### **Administration of Medication in School.**

#### **Policy and Procedures.**

Beech Grove Primary School follows the Local Authority guidelines on the dispensing of medicines and tablets.

- It is hoped that parents /carers will accept responsibility for administering medication to their children at the appropriate time during the day. If medication is prescribed 3 times a day it does not usually need to be brought to school. Doctors are usually happy for medication to be given in a morning, straight after school and at bedtime.

However, if the prescription states 4 times each day, or at a specific time during the school day, then the following procedure should be followed –

- All medication should be brought to school by an adult, usually the parent/carer. They must speak to Mrs Caron Harrison & Mr Mick Cremin (Parent Support Advisers) or a First Aider to discuss their child's needs and sign an authorisation form.

Medication should not be brought to school or collected by children and should not be given to the class teacher.

- School must have evidence that the medication has been prescribed by a Doctor and it should be clearly labelled with -
  1. the name of the child,
  2. the name of the medication,
  3. the dosage and time/frequency of administration
  4. the name of the prescriber
- School will not administer proprietary brand medication bought over the counter at chemists' shops unless in very exceptional circumstances. The Head Teacher will make any such decision or, in their absence, another member of the Senior Leadership Team.

Adopted by Governors July 2021

To be reviewed July 2022