

Greenway Academy Local Governing Body

Medication in School Practices & Procedures

Schools are not obliged to administer medication to children and ideally the administration of medication should be carried out by parents. However, where possible, at Greenway Academy it is the school's policy to comply with requests from parents to help in administering medicines to children. Alternatively, where a child is prescribed medication for a short-term illness or requires administration of high frequency doses of medication, parents may come into school to administer this by prior arrangement.

Pills and medicines, including antibiotics, must not be given to children to bring into school.

Where a child is prescribed medication for a short-term condition, for example antibiotics for 5 – 10 days, parents should contact the School Office to make suitable arrangements for the medication to be administered.

Where a child is prescribed medication for a long-term condition such as asthma, diabetes, allergies which require use of an Epi-pen, ADD and ADHD, parents should contact the Inclusion Manager to discuss the circumstances and make suitable arrangements for the medication to be administered.

Staff will not give a non-prescribed medicine to a child without parental completion of a "Request for Administration of Medicine Form" (sample attached).

Where it is agreed that the school will administer short-term and long-term medication the following applies;

- each item of medication must be delivered to the School Office by the parent/carer,
- each item of medication must be in a secure, labelled container as originally dispensed,
- each item of medication must be clearly labeled with the following information:
 - pupil's name
 - name of medication
 - dosage
 - frequency of administration
 - date of dispensing
 - storage requirements (if important)
 - expiry date.

The school will not accept items of medication in un-labelled containers.