

## **Appendix 1**

### **Silverstone CE Primary School Procedures**

Name of Headteacher:	<b>James Bloomfield</b>
Designated Lead responsible for policy implementation:	<b>Jayne Capel</b>
Named First Aiders leading administration of medication:	<b>Justine Buchanan</b> <b>Tracy Stockley</b>

#### **Cases in which requests may be made to the Headteacher to deal with the administering of medicine at Silverstone CE Primary:**

- Cases of chronic illness or long-term complaints
- Cases where children are recovering from short-term illness but are well enough to return to school
- Possible allergic reactions

#### **Prescribed Medication in School**

1. Parents complete Appendix 2 for prescribed medication, providing clear instructions regarding the dosage and timings of administering the medication.
2. The medicine **MUST be handed in to school office in the original packaging/box**, clearly showing the dosage/timings required on the original pharmacy label together with the information leaflet provided by a person who has parental responsibility for that child.
3. The medicine will be signed in by a member of staff and signed out by the parent when taking the medicine off school site (Appendix 2).
4. Antibiotic medicine will only be administered if it is required 3 times per day or more.
5. Pupils requiring medication on school trips (sickness pills) must give the medication to the lead teacher/designated medical staff member and an authorisation form must be completed by parents.

#### **Non-Prescribed Medication in School**

The decision whether or not to allow the administration of non-prescription medicine at school will be taken by **the Headteacher**.

1. Parents complete Appendix 3 for non-prescribed medication, providing clear instructions regarding the dosage and timings of administering the medication.
2. The medicine **MUST be handed in to school office in the original packaging/box**.
3. Non-prescribed medication will only be administered for a maximum of 48 hours in school, unless there are exceptional circumstances.

Before responsibility is accepted for the administering of medicine at school, careful consideration will be given to any special circumstances which may exist in the case of an individual pupil. Examples of these special circumstances include:

- Where the medicines or tablets are dangerous
- Where the timing and nature of administration are of vital importance

- Where serious consequences could result from a member of staff forgetting to administer a dose
- Where some technical or medical knowledge or expertise is required

**Under no circumstances should any member of staff administer an injection; these may only be administered by a qualified nurse or doctor. (This does not apply to Adrenaline Auto-injectors e.g. EpiPen and Jext).**

### **Children requiring an inhaler or Adrenaline Auto-injector (e.g. EpiPen and Jext)**

#### Inhaler

An in-date inhaler must be kept in school at all times. This will be held in the classroom in the medical bag and will be taken to PE lessons or any out of class activities. The child should know where the inhaler is kept and **MUST** be supervised when using it.

The supervising adult **MUST** record the administering of medication immediately. Parents will receive a message via ParentMail if their child has taken their inhaler by the end of the school day:

*“Your child has taken their inhaler at school today, contact the school office if you require further information.”*

Parents are responsible for providing an in-date inhaler and should make a note of when it expires so a replacement can be sent into school. Our lead First Aiders will check inhalers at the end of each term and inform parents when the expiry date is close.

An emergency inhaler is kept in the office and may be used during a fire evacuation if access to the child’s own inhaler is prevented.

#### Adrenaline Auto-injector

Two Adrenaline Auto-injectors (e.g. EpiPen and Jext) must be kept in school at any one time. Both will be kept in a labelled box in the classroom and will be taken out for all PE lessons and any other out of class activities.