



Parent and Carers quick guide to medication in school

It can sometimes feel like there is a lot to remember when it comes to sending medicines into school for your child, so here is a quick reference guide to help.

Occasionally, we will refuse to administer medications if our procedures are not met, and this can be upsetting for parents. We follow expert advice in order to keep our children and staff safe so it is important that you know what guidelines we follow.

The full guidelines around the administration of medicines in school can be found in our 'Supporting pupils with a medical condition' policy on the school website [here](#).

For the staff at North Farnborough infant School to be able to administer medication during school, parents and carers will need to have considered the following:

Is the medication prescribed by a doctor?

- Non-prescription medication will not normally be given in school except in unusual circumstances and then only with prior written agreement. If a child arrives at school with medication where prior, written agreement has not been made, we will not administer the medication.

Is it essential that the medication be given at school?

- In most cases, it would be best for a medicine to be given at home, for example where a prescription says 3 times a day, we would ask that these doses happen before school, after school and before bed, so the medicine would not be given at school. There may be specific medications or other circumstances (e.g. your child attends Breakfast Club and Conker Club) that are an exception to this rule.

Have you completed the parental agreement for School to administer medicine?

- These forms are available to download below. Once downloaded please complete and return to school. The office can provide a paper copy of this document.

Is the medication in its original packaging?

- Medication brought into school should be in its original container complete with its original chemist label.
- Before we give medication we will check for the following:-
 - o **Name of the child**- We **cannot** give the medicine if it has the wrong name on the label, or if the name has been changed.
 - o **Name of medication**- The correct label will give this information.
 - o **Date of dispensing and Expiry Date**- We **cannot** give the medicine if it is out of date, **even** if you tell us that you have put new medicine into an old bottle.
 - o **Dose and frequency**- The correct label will give this information.
 - o **Precautions/special storage instructions**- The correct label will give this information.

Have School got enough medication?

- For children who take medication over longer periods, it is important that we have enough in school. Staff will check how much we have and contact home when supplies are running low. We will give ample warning when this happens to allow you time to get repeat prescriptions filled.

How is the medication being sent into school?

- For the safety of your child and that of other children we ask that medication always comes into school in the care of an adult. Parents or carers are welcome to bring in the medication personally.

If you have any additional questions please contact Mrs Morton in the school office.