



**St Mary Magdalene CE Primary School**  
**Guidance for Parents on**  
**Medicines in School**

*These guidelines have been drawn up with reference to the Sandwell Management of Children with Medical Needs in School Dec 2020 and Government guidelines.*

Our aim is to ensure that children are not disadvantaged by having to be absent due to medical conditions or illnesses. We are aware that, for most children, on some occasions during their school career, it will be necessary for us to administer prescribed medicines during school hours.

**This will only be necessary when more than three doses have been prescribed or when medication must be taken with food.** The procedure for the administration of such medicines is as follows:

- Parents will need to complete a form for each child on entry to school that gives details of any medical conditions. This form will remain private and confidential.
- You will be invited to update this form annually in September.
- **School will only administer prescribed medication** from a doctor. Over the counter treatments, homeopathic remedies and items such as cough mixture, throat sweets and Calpol will not be administered by school staff, this follows the LA guidelines.
- If your child needs to take a lunchtime dose of prescribed medication, this must be brought into the school office by a responsible adult with a form completed.
- Prescribed medicines must be clearly labelled with the child's name, dosage and length of course of treatment. (Appendix 1)

**School will:**

- Administer medicines or supervised self-administration where appropriate if the correct procedure has been followed.
- Store medicines safely and appropriately.
- Keep a record of medication given.

- Inform parents if a dose of medication is not administered for any reason.
- Follow the already established procedures for children with specific medical conditions such as epilepsy and anaphylaxis following consultation with parents and health care professionals. If your child suffers from such a condition, please contact school to arrange for a care plan to be drawn up.

## **Inhalers.**

Inhalers will be kept in the labelled classroom box in KS1 and if a child needs to use their inhaler they will be supervised while they use the medication. For the older pupils in school we are happy for them to keep their inhaler with them, but we must be informed if you intend to let your child do this and provide an additional inhaler to be kept in the school office for emergency use, in the case of a lost inhaler.

***If a child needs their inhaler, it should be taken to them. NEVER make a child with breathing difficulties walk to fetch their inhaler.***

## **Travel Sickness**

Although not a medical condition, we do acknowledge that for many children motion sickness is a real problem. Therefore, if your child is attending a school trip, there will be an option to send in travel sickness remedies into school for them. The usual consent form that needs to be completed for all out of school activities has a section for you to complete if you wish to send such remedies in. Alternatively, acupuncture wristbands help some children with motion sickness.

## **Suncream**

Sun safety is a priority and we would encourage parents and children to follow safe sun procedures. In the summer, your child will be encouraged to bring sun cream (named please) along with other sun safety items such as hats with a peaked rim and water bottles. Please be advised, however, that staff are not able to apply sun cream to your child, although we are happy to supervise them.

# Appendix 1

## Request for school to administer medication

The school will not give your child medicine unless you complete and sign this form, and the head teacher has agreed that a member of the Senior Leadership team can administer medication.

Child's Surname:			
Forename(s):			
DOB:		M <input type="checkbox"/>	F <input type="checkbox"/>
NHS No:			
Address:			
Post Code:		Year/Class	
Condition/Illness:			

### Medication

Name/Type of medication (as per dispensary label):
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For how long will your child take this medication?
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Date dispensed:
Expiry date:

Dosage (amount) and method of administration:

Time(s) to be given:

Special precautions (if any):

Known side effects:

Procedures to take in any emergency:

### Contact Information

#### Family Contact 1:

Name:

Home Telephone:

Work Telephone:

Relationship:

#### Family Contact 2:

Name:

Home Telephone:

Work Telephone:

Relationship:

**Parental Agreement:**

I understand that I must deliver the medicine personally to \_\_\_\_\_  
(name of staff member receiving medication) and accept that this is a service which the school is not obliged to undertake.

Signature:

Date:

Name (print):

Relationship to  
Pupil:

Information provided on this sheet will be processed in accordance with the requirements of the General Data Protection Regulation 2018. For more information on how we use your data, please see our Privacy Notice on our website [www.st-marymagdalene.sandwell.sch.uk](http://www.st-marymagdalene.sandwell.sch.uk)