



Silverdale St John's CE Primary School Medicines Policy  
Silverdale St John's Church of England Primary School Mission Statement:  
*Inspiring Success through Learning, Community and Faith.*

We aim to do this through our ethos:

*We help and support each other in our learning with Christian attitudes of Truth, Love and Respect.  
We utilise the beautiful environment of Silverdale to enrich our curriculum.*

### Short Term Medication

Parents are responsible for the administration of medicines to their children when these are for a short term condition. If children require medicine in the middle of the day, ideally they should return home for this or parents should come to the school to administer the medicine. Pupils who are unwell should not be sent to school.

Staff will not administer medicines to children who fall ill during the school day. Parents will be expected to collect children who become unwell as soon as possible and emergency contact telephone numbers will be kept by the school for this reason. Should a child need to go home during the day please inform the Headteacher before arrangements are made.

If a pupil becomes seriously unwell or injured an ambulance will be called immediately and parents informed.

### Long Term Medication

There will be some cases where children will administer their own medicine e.g. asthmatic children. In these cases parents must give written details about dosage and timings of medicine and in case of difficulty where the parents may be contacted. Older children will be responsible for storing their own inhalers and younger children's inhalers will be stored in the classroom. Asthma medication is easily available during P.E., swimming and any activity/visit held off site.

There may also be some children with long term or permanent conditions who require medication. If this is the case then forms 2 and 3 from the Administering Medication file should be completed and signed by parents and form 5 should be completed every time any medication is given. Form 3 details specific members of staff whom parents have authorised to administer medication to their child and no other adults in school should administer the medication. As such it is vital that several staff are named to ensure that one of them is in school if the need for medication arises.

*Medicines may also be administered by school staff where children are in need of medication during the school day but are well enough to be in school. This may typically be antibiotics or antihistamines that need to be taken 4 times per day. Once again the relevant forms must be completed as with long term medication.*

Reviewed Spring 2018