



*The Federation of
Sutterton Fourfields and Swineshead St Mary's
Church of England Primary Schools*



Administration of Medicines Policy

Short Term Prescription Medicines

The Federation does not take responsibility for the administration of short term courses of medicines. Should parents wish their child to receive a dose of medicine during the course of the school day they are required to attend the school and administer it themselves.

Long Term Prescription Medicines

Where a child has a long term medical condition which may require drug administration within the school day the school will negotiate how best to achieve this with the parents/carers of the child under medical advice. If it is agreed that the school will administer the drug, written permission will be required from the parent/carer. The drug will be administered by a trained first aider only and the dose noted in a dated record.

Emergency Medication.

In the event of a child requiring emergency medication the school will negotiate how best to achieve this with the parents/carers of the child under medical advice. All staff will be informed of the possible need for medical intervention and will be trained in emergency drug administration. Provision will be made to ensure ready access to the emergency medication at all times. Should it need to be administered the dose will be noted in a dated record and the parent/carer informed.

Adopted: Feb 08
Date for Review: Spring 2011