

# Maney Hill School

## School Medicine Record

After consultation with Health Authorities, Birmingham Educational Department has recently produced guidance and general information for schools about the administration of medicines to children in school. This guidance has now been incorporated into the School's overall Health and Safety Policy.

At Maney Hill School medicines will only be administered to children on receipt of **written consent** from parents or guardians. Children will not be allowed to administer their own medicines without formal consent.

On receipt of formal consent all medicines will be stored in a safe and secure place. Individual procedures for gaining quick access in an emergency will be known and understood by all staff.

Where possible, with parental and school agreements, pupils should be responsible for their own inhalers which **should be clearly marked with their name and class**. Where possible, a separate inhaler should be kept for use at school. This will be stored in an agreed place accessible to the child. Inhalers should always be taken to the swimming baths, sports field and on school visits. A Medicine Record form needs to be completed for inhalers.

Any requests for medicines to be administered at school **should be made in writing to the Headteacher**. Such requests should be made on a **School Medicine Record Form available from the School office**. (A form is enclosed). The form should be returned to the Classteacher with the medicine.

Medicines should be in the original container and clearly labelled with the following information:

- Child's name and year group
- Name of medicine
- Dosage
- When to be given
- Any other instructions

Failure to complete the Medicine Record Form or the inclusion of all the necessary details could mean that staff refuse to administer the medicine.

Parents should note that it should be the exception rather than the rule for medicines to be brought into school. It is normally expected that parents administer medicines to their children and that GP's be requested to prescribe in a way which avoids the need for medicines to be taken onto school premises.

In formulating this policy, as in all others, the School has regard for the best interests of its pupils and the implications for the School and its staff.

### APPENDIX 3

<b>MANEY HILL PRIMARY SCHOOL</b>									
<b>REQUEST FOR ADMINISTRATION OF MEDICINE OR USE OF AN INHALER</b>									
Name:					Class:				
Emergency Contact No:									
Doctors Name:					Doctors Phone No:				
Reason for administering medicine or the taking of an inhaler									
If more than one medicine is to be given a separate form should be completed for each									
<b>MEDICINE/ INHALER TO BE GIVEN</b>									
Dosage and method:									
Time:									
Side Effects:									
Any Special Instructions:									
I would like a member of staff to administer on my behalf the above medicine, I accept that they are acting on my instructions and they cannot be held responsible if the medicine is not given or given wrongly.									
Parent/Guardian Signature:						Date:			
<b>RECORD OF ADMINISTRATION</b>									
	Date	Time	Dose	Sig.		Date	Time	Dose	Sig.
1					9				
2					10				
3					11				
4					12				
5					13				
6					14				
7					15				
8					16				