

THE MANOR – A FOUNDATION SCHOOL POLICY DOCUMENT

<MANAGING MEDICINES POLICY>
RESPONSIBLE COMMITTEE: <HEALTH AND SAFETY>

[November
2010]



1. Our policy follows the County's Health and Safety guidelines. We will not provide students with any medication unless authorised in advance by a parent and prescribed by a doctor. The medicine must be given to a qualified first aider in the Student Office in its original container and labelled with the name, date and correct dosage. A medicine consent form (available from the Student Office) must be signed by a parent/carer and handed in with the medicine. Inhalers and epi-pens are exempt from these guidelines as it is important that the student has his/her inhaler/epi-pen to hand at all times.
2. Any medicines handed over to the office will be stored at room temperature in a locked cupboard. It is the responsibility of the student to come to the office at the appropriate time. Only if an exact time is specified in the doctor's directions should a student leave a lesson to take medication. The medicine will be self administered by the student and supervised by an adult who has received first aid training.
3. The office staff will not administer any form of pain relief to students such as paracetamol or aspirin. In severe cases of headache, for example, the parent will be contacted and asked to come into school to administer any necessary pain relief he or she deems necessary.

**Parental Authorisation for Child to
Receive Prescribed Medicines in School**

Name of Child..... Date of Birth.....

Form Tutor.....

Home Telephone Number.....

Emergency Contact Number.....

Name of Prescribing Doctor.....Telephone No:.....

My child has been prescribed the following medicines which must be taken during the school day:

1.....

2.....

3.....

I understand and accept the school's policy as outlined above.

Signature of Parent..... Date.....

Name Printed.....

Medicine Record

Date	Time	Dose Given	Signed