



South Stoke Primary School  
The Street  
South Stoke  
Nr Reading  
RG8 OJS

Telephone / Fax: 01491 872948  
Email – [office.2507@south-stoke.oxon.sch.uk](mailto:office.2507@south-stoke.oxon.sch.uk)  
[www.southstokeprimaryschool.co.uk](http://www.southstokeprimaryschool.co.uk)

Build on strengths to achieve our dreams.

**Headteacher – Miss Amanda Rogers**

June 2020

## Policy on Medicines in School

### Aim

To establish a framework for the safe administration of medicines in school.

### Overall considerations

The administration of medicine is the responsibility of parents and carers. In cases where the administration of medicines is routine and straightforward and where the parent asks the school to act in loco parentis the following preconditions will apply:

1. The school must be informed if a child brings any medication into school.
2. Parents must complete a form of consent for the administration of medicines/treatment at the school office.
3. **Only medicines and treatments prescribed by a doctor and accompanied by a written instruction from the parent or doctor will be accepted.**
4. The instruction, which can be made on the school's consent form, should specify the medication involved, circumstances under which it should be administered, frequency and level of dosage.  
**Sweets/rewards to taking medicines are to be discouraged and this explained to the parents.**
5. The school will encourage children to take responsibility for their own medical care under the supervision of either the office staff or of an appropriate teaching assistant. This may cover self-administration of medicines, using an inhaler or giving their own injection.
6. **Children with asthma will be required to keep their inhaler in school, however the school has an emergency salbutamol inhaler and spacer which can be administered under the guidance outlined in the 'Guidance on the use of emergency salbutamol inhalers in schools' (March 2015 attached)**
7. Teachers will not be required to administer medicines.

### General principles

- Children suffering from short-term ailments, who are clearly unwell, should not be in school and we reserve the right to ask parents to keep them at home, in their own best interests and that of other pupils and staff.
- Should a child fall ill whilst at school, parents or carers will be contacted and asked to take them home.
- Children with chronic illness or disability, who need to take prescribed medicines during school hours, will be supported in this and helped to lead as normal and happy life at school as possible.
- **The school has a general duty of care towards its pupils. To enable staff to react promptly and reasonably if a child is suddenly taken ill a fully trained first aider will be on site to assist and a fully trained paediatric first aider will also be on site. A full list of first aiders is outlined in the front entrance of the school and the school office.**