



St Andrew's CE VC Primary School

Administering medication Policy

- Only pre-scribed medicines to be administered (refer to policy)
- Coughs sweets are not permitted
- Paracetamol will not be given to a child; parent is welcome to come into school to administer this medication.
- End of year all medications to be sent home. Parent signs notification of receipt of medicines.
- Oral medication should be followed with a drink eg water from a clean source; not from sink where first aid was provided.
- If inhaler is stored out of its original box the prescribed label needs to be fixed to the inhaler.
- Brown inhaler –child to have a drink after administration
- Tablets requiring cutting should be cut at home and sent to school
- Parents must provide a calibrated spoon/cup for liquid medication
- Topical medication- child to apply themselves. If unable to, adult to use latex free gloves; never bare hands. One adult to apply with an adult observer.
- Eye drops to be applied with eyes closed while child is lying on the floor.
- Ear drops – pull lobe forward
- Shake bottle of all medications
- Medications that need to be stored in a fridge should be in a plastic container.
- Antibiotics that need to be taken 3 times a day need not be administered in school.
- Antibiotics that need to be taken 4 times a day should be administered in school.
- Parents need to be informed if medication is nearing expiry date.
- If medication time is missed an accident report form needs to be filled in.

Equality Impact Assessment (EqIA)

This policy has been assessed with regard to its impact on equalities issues. The equality impact assessment has been conducted by the relevant Governors' sub-committee and focused on race, gender, disability, age, sexual orientation, gender identity and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.

EqIA outcomes



The assessment found no areas of potential negative impact and actions resulting in positive impact are in place.

Signed Dated
Chair of Governors September 2016