

## Highfield Primary School Medication Guidelines

At Highfield Primary School, we support children needing certain medications and administer/support administration according to our guidelines.

**The following guidelines are based on advice from the Enfield Local Authority Health and Safety team and from Government guidelines:**

- Where clinically possible, medicines should be prescribed in dose frequencies, which enable them to be taken outside school hours. Schools do not have to administer medication.
- Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- No child under 16 should be given prescription medicines without their parent's written consent. Therefore Highfield will only accept medications labelled from a pharmacy with the dosage, name of medication and child's full name on it.

**We will only administer medication when a parent completes a request for medication form available from the school. Medication that we are able to administer includes:**

- **Antibiotics on the 3rd day of treatment if to be taken 4 times a day.** We will administer after the medication has been given for two days, this is to ensure the child is ok to take this medication without an allergic reaction. We will administer if the dosage is 4 times a day. If it should be taken 3 times a day the medication should be given before school, after school and before bedtime.
- **Hay fever treatment if prescribed and needed before going outside.** It should have specific instructions or the dosage and will only be given if it should be taken 4 times a day.
- **Paracetamol based medications if prescribed and needed for a medical need.** A care plan will be completed for the medical need. Painkillers will not be administered for general pain reduction.
- **Eye drops if the dosage is 4 times a day.** If the dosage states 3 times a day, the medication can be given before school, after school and before bedtime.
- **Epi pens and emergency seizure medication-** when prescribed and a care plan will be completed.
- **Asthma pumps-** when needed. Children in Nursery, Reception and Key stage 1 will be supported during administration. Children in Key stage 2 will be encouraged to administer their own asthma pump unless in an emergency situation where support may be needed. An adult will always observe a child taking their asthma pump and first aider will always support in an emergency.
- **Allergy medication.** When prescribed and needed for the child's medication. A care plan will be written.
- For longer term medical needs a care plan will be written and agreed with the parent/carers and child.