



Llanfechain Church in Wales Primary School

Information Sheet

Medicines

It is considered that wherever practicable parents should accept responsibility for administering medicines and/or tablets to their own children. This means that parents should seek their doctor's advice when medicines are prescribed for their child, e.g. "to be taken three times a day" could be administered before school, after school and at bed time, rather than during the school day. If this is impossible parents are welcome to visit school at any time to administer the medicines.

However, if this is not possible staff will, in appropriate circumstances, administer medicine following procedures in these cases. The school should:

- Obtain evidence that the medicines or tablets have been prescribed by a doctor. The medicines or tablets should be brought to school in a properly labelled container, with the name of the prescribing person (normally the G.P.), the name and home address of the pupil, the name of the medicine, dosage and the time of administration on the label.
- Obtain written permission from the parent for medicines or tablets to be administered to their child.
- Completion of Powys County Council medication forms will be required.
- Ensure that all medication which is brought into school should be stored in a locked cupboard (preferably the school office) separate from the First Aid Box until it is needed.
- Follow the detailed instructions with regard to the quantity and frequency of administration.

This does not affect the system we have in school for children who suffer from asthma.