



# GUILDFORD HIGH SCHOOL



## EYFS and JUNIOR SCHOOL

### **MEDICINE POLICY**

This policy applies to pupils, staff and parents in our Junior School. It should be read in conjunction with the following policies:

- First Aid Policy
- School Nurse Policy
- Medical Information Policy
- Sharps Information
- Severe Allergies and Anaphylaxis Information
- Diabetic Information
- Asthma Information
- Epilepsy Information
- Guidance on Infection Control
- Equal Opportunities Policy

It is available on our website and on hard copy from the School Office. It is reviewed annually by the School Nurses and the next date for review is September 2017.

**Prescription medicines** sent in by parents will be administered to girls. It must be sent to school in its original container with the pharmacist's original instructions clearly visible on the label. Parents must send an accompanying note requesting the School Nurse to administer the medication during the day and explaining any additional details. It is only possible for one dose to be administered during the school day. Parents are responsible for collecting the medicine at the end of the afternoon.

We have Paracetamol and Piriton in stock for Junior School pupils if required. Parents should not send in non-prescription medicine unless requested by the School Nurses. All staff medication needs to be locked in the medicine cabinet in the First Aid cupboard.

We would normally expect a girl who has been prescribed anti-biotics to remain out of school until she has had at least two full days of the course.

Medicine brought into school must be handed to the form teacher or Junior School Office at the beginning of the day. No girl may administer her own medicine in school except under the supervision of the School Nurse. The only exception to this rule is that girls who use asthma inhalers may administer doses themselves.

A written record is kept in the medicine log each time a medicine (both prescription and non-prescription) is administered to a child, and the child's parents and/or carers are informed on the same day, or as soon as reasonably practicable.

**MEDICINES - GHS JUNIOR SCHOOL**

**Pupil's Name:**..... **Form:**.....

**Medicine:** .....

**Reason for giving medicine:** .....

**Time to be given:** ..... **Doseage:** .....

**Number of Days:** .....

**Name of Parent:** .....  
*(please print)*

**Signature of Parent:** ..... **Date:** .....

*Please complete this form and send it with the medicine to your daughter's Form Teacher.  
Only prescribed medicines will be given at school.*