

Guidance Note

Non Prescription Drugs

Introduction

Staff should never give non-prescription medicines to a child unless there is prior written permission from the parents or guardian.

Who's Responsible?

Parents / Guardians

It is the responsibility of the parents / guardians to inform the school of any medicines required to be taken, with clear written instructions of:

- Name of medicine (full name)
- Dosage
- How often
- How to keep the medicine
- Reason for medicine (toothache, hay fever)

Schools

It is also the responsibility of the school to provide:

- A written policy regarding medicines
- Training to all staff that may be involved in the administration of medicines to pupils.
- Provide a written record of:
 - Who received medicine
 - What time
 - Dosage
 - What medicine
 - Who the administrator was

Good Practice

Nursery

It is not considered appropriate for nurseries/centres to be required to administer any medications other than those prescribed for long-term illness. If a child has

symptoms that may be helped by the administration of analgesics, parents will be asked to keep them at home, or will be contacted and asked to collect the child to take them home.

Primary

The administration of non-prescribed analgesics to primary school pupils should only be necessary in exceptional circumstances, for instance where they suffer regularly from acute pain, such as migraine. On such occasions the parent must authorise and supply the analgesics, with written instructions on when the medication should be administered.

Secondary

Under certain circumstances analgesics can be administered to secondary aged pupils who suffer discomforts such as toothache or period pain. It is not reasonable in such circumstances to expect them to suffer unnecessary pain or to be sent home in the middle of the day with the resulting loss of education.

Further Advice

For further advice and guidance please contact the Education Health and Safety team on:

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