

BENFIELDSIDE PRIMARY MEDICINES POLICY

There may be times when children need to take medicine in school. The school can only be responsible for administering medicines which have been prescribed by a doctor.

These should be brought to school in the original prescribed container or box (enough for one week only). Parents must fill in a form stating the amount, name of medicine any further instructions and a time for administration. Unused medicines must be collected by Parents or they will be destroyed by staff.

Staff administering the medicine will log the time, dosage and date.

Medicines are always kept away from areas where pupils have normal access.

In the interests of all our pupils and staff, the school will contact parents and ask them to collect children who are too unwell to be able to carry out normal school activities or have contagious conditions. Guidance on whether pupils may be in school is taken from the Durham Infectious Diseases Guidance document. (Headteacher's office)

Pupils who have sickness or diarrhoea can return to school 48 hours after symptoms have ceased.

This policy is reviewed by Headteacher annually at the time of the Prospectus update.

Reviewed February 2014

Next review October 2012