



**RUDGWICK PRIMARY SCHOOL  
PROCEDURE FOR ACCEPTING NON-  
PRESCRIBED MEDICINES IN SCHOOL**

**Inspire - Believe - Achieve**



**Our Vision:**

**Rudgwick Primary School aims to be a community where everyone is inspired by a love of learning, is supported and encouraged to believe in themselves and is enabled to achieve success.**

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Rudgwick Primary School has adopted the **West Sussex Medicines Policy** which is based on the **SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS** document produced by the Department for Education and Skills/ Department of Health. The forms mentioned in this document are from this policy.

This document details the internal procedures we have set up for accepting non-prescribed medicines in our school.

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It should be noted that it is not acceptable to do anything which may be detrimental to the health or well-being of the child.

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(For the purpose of this document the term 'parents' denotes the person/people who have legal responsibility for the child.)

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Rudgwick Primary School does not accept non-prescription medicines with the following exceptions:

### **One day school trips**

#### **Paracetamol**

If a child becomes unwell during a day trip, school staff can administer Paracetamol if the parents

- a) have completed a form agreeing to the administration of Paracetamol
- or
- b) the school phones the parents and gains verbal permission to administer the Paracetamol.

Note: The member of staff administering the medicine must be certain that the sufficient time has elapsed from any previous dose given by parents. It is important to know from parents if the child has already received a dose that morning.

Staff will complete Template E Appendix 2 *Record of medicines administered in school/setting to all children* and will ask parents to countersign the form when they collect their child at the end of the trip thereby informing the parents of the time and amount of the dosage.

### Travel sickness tablets

If a child has taken a travel sickness tablet in the morning before school, it is unlikely they will need to take another one during the school trip.

If the trip is a particularly long one, however, staff can administer medication if parents have completed a consent form which confirms the child has taken that brand of medicine before and suffered no side effects.

### Residential trips

#### Paracetamol

If a child becomes unwell during a residential trip, school staff can administer Paracetamol if the parents

a) have completed a consent form agreeing to the administration of Paracetamol

or

b) the school phones the parents and gains verbal permission to administer the Paracetamol.

Note: The member of staff administering the medicine must be certain that the sufficient time has elapsed from any previous dose given by parents. It is important to know from parents if the child has already received a dose that morning.

Staff will complete Template E Appendix 2 *Record of medicines administered in school/setting to all children* and will ask parents to countersign the form when they collect their child at the end of the trip thereby informing the parents of the time and amount of the dosage.

#### Hayfever medication

Staff can administer medication if parents have completed a consent form which confirms the child has taken that brand of medicine before and suffered no significant side effects.

#### Travel sickness tablets

Staff can administer medication if parents have completed a consent form which confirms the child has taken that brand of medicine before and suffered no significant side effects.