



DANESMEAD, FULFORD CROSS, YORK YO10 4PB  
TEL: (01904) 654983

## **York Steiner School Administering Medicines Policy** **February 2016**

Prescription medication, or other medication, required by any child while at school, can only be administered by a teacher, usually the class teacher, if directed by the parents to do so, in writing. Medicines should be left in the school office or with the authorised teacher.

Medicines should be kept where they cannot be accessed by children.

### **Chronic Conditions**

Children with asthma should have access to their inhalers and should know how to use them. The school must be informed of this, and it should be listed on the Pupil Record Form. Parents should also be asked for separate permission to use the school's inhaler in an emergency.

Children who have been prescribed an EpiPen should provide one for use in school. All teachers should be appropriately trained in its use.

Children who need regular medication for other conditions, must have the medicine, together with written instructions and permission to administer, provided by parents. When administering medicine, the prescription, dosage and use by date must be checked carefully. Arrangements must be made as to how and when the medicine should be returned to, or updated by parents.

Parents must inform the school of any relevant changes in children's medical requirements

**All employees should be informed of arrangements for administering Medicines**

### ***Approval & Review***

This policy was approved by the Board of Trustees on:

3<sup>rd</sup> March 2016

Policy review date:

January 2017