



## **POLICIES/REGELVERK**

### **Administration of Medicine in School Policy *Administrasjon av medikamenter ved skolen***

Prepared by: Head Teacher  
Approved by: The Governors  
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#### **Policy Statement**

Regular school attendance is vital for every child and The Norwegian School in London does all it can to maintain high attendance figures. Nevertheless, from time to time a child may become ill and require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is completed.

There are, however, a few exceptions:

- When a child has fully recovered and simply needs to complete a course of medication (eg antibiotics) for a day or so.
- Where a child suffers from asthma (or any other occasional ailment) and may need an inhaler
- Where a child suffers from migraine
- Where the child has serious allergies and needs to take antihistamines
- Where the child could get Febrile Convulsions
- Where a child has a chronic condition, which the school can manage with

Where equipment such as inhaler is necessary, we strongly encourage children to take personal responsibility for these as soon as possible.

#### **Legal Aspects**

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. This is purely on a voluntary role. Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the child
- Where there are potentially serious consequences if medication or treatment is missed
- Or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.



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Under no circumstances must any medication, even non-prescription drugs such as Paracetamol, be administered without parental approval.

## **Instruction and Training**

Specific instruction and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

Such safeguards are necessary both for the staff involved and to ensure the wellbeing of the child.

Parents must sign and hand in a Medication Consent Form for filing.

Staff will write down date and time for when the medicine is given in the medication form that is kept together with the medicine.

## **Safe storage and disposal of medicines**

Medicine should be administered from the original container.

When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored.

All medication should be stored in the original container, be properly labelled and kept in a secure place, out of reach of children.

Medication should only be kept while the child is in attendance.

Any unused or out dated medication will be returned to the parent for safe disposal. Any medication not collected will be disposed of by the school.

## **Accidental failure of procedure**

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would normally not be in school.

## **Children with infectious diseases**

Children with infectious diseases will not be allowed in school until deemed safe by their GP or local health authorities.



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