



All Saints' Church of England Primary School

'Believe to Achieve'

Medicines in School Policy

The Policy

This document is a statement of the aims, principles and strategies for dealing with children with medical needs who require medication to be administered while at school or for children who require medication for short periods of time. It is not a policy to be taken in isolation and should be read in conjunction with relating school policies on Inclusion, Equal Opportunities and the school's Accessibility Plan.

General Statement

All Saints' Church of England Primary School is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps the school will take to ensure full access to learning and school life for all its children that require medication.

Medication

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child going home during the lunch break or by the parent visiting the establishment. However, this might not be practical and in such a case

parents may make a request for medication to be administered to the child during the school day.

Legal Obligation to administer Medicines

There is no legal obligation that requires school staff to administer medicines. Teachers' conditions of employment do not include or supervising a pupil taking medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

Prescribed medicines

If, unavoidable medication needs are to be administered at set times during the school day, the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility:

- i. The parent or guardian will be asked to complete and return the attached form (appendix 1) giving all the relevant details in full. In so doing, the parent/guardian consents to the school administering medication to his/her child(ren) for the duration of the course of medication. A copy of the parental consent form will be kept in the Medical Room.
- ii. For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Headteacher and the designated teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form for the administering of the medication and a Healthcare Plan (Appendix 2) may be drawn up. (See Policy for Children with Medical Needs)
- iii. Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. School will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.
- iv. Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases a parental consent form together with clear instructions, must be

completed, and parents must liaise closely with the child's class-teacher. The written parental consent will be kept in a folder in the Medical Room. NB: Prescribed medicines to be administered three times a day will not be administered in school as these can be arranged outside school hours.

Non-Prescribed Medicines

The school will not administer any medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless it is done as part of an individual Health Care Plan. No child will be given any medicines without their parent's written consent.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded. It will be stored in a locked non portable container in the medical room, and only specific named staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Refusing Medication

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call emergency services.

Pain Killers

Pain killers such as paracetamol and aspirin will not be administered and must not be brought to school by pupils.

Patent medicines

Cough/throat sweets, "Tunes" etc. or lip balm will not be brought to school by pupils.

Sun tan cream may come in to school as long as it is clearly labelled with the pupil's name and the pupil can apply the cream for themselves. Pupils must not share sun tan cream.

Safe Storage of Medicines

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in

accordance with product instructions; this includes medicines that need to be refrigerated. Children will be informed where their own medicines are stored.

All emergency medicines, such as asthma inhalers and adrenaline pens (epi-pens), will be made available to children by the class teacher/assistant and will be kept in the class medical box.

Receiving/returning medicines

Medicines will be received at the start of the school day via the school office.

Consent forms must be completed by the parent/guardian at this time.

Medicines will be returned to the parent/guardian at the end of the school day via the school office. Medicines must not be brought in or collected by pupils themselves other than inhalers.

Emergency Medicines

If a pupil requires emergency medicines (inhalers, epi-pens etc), the parents/ carers must inform the school by letter and an inhaler must be in school, at all times. It is the responsibility of the parent/carer to ensure that the medicine is not out of date.

Pupils who require emergency medication will not participate in school trips if they do not have their medication in school to take with them. Parents/Carers need to inform the school by letter if the pupil no longer requires their emergency medication.

Training

Any specific training required by staff on the administration of medication (e.g. adrenaline via an epi-pen, rectal valium etc.) will be provided by or through the school nurse.

Staff will not administer such medicines until they have been trained to do so.

The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

Offsite visits

It is good practice to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be

drawn up. It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil.

Menstruation

In situations involving menstrual difficulties in girls, the best remedial action would be either to send the child home after telephoning the parent/guardian, or remove the child from class to rest until the discomfort disappears. (There are relevant disposal bins in the KS2 girl's toilets). Parents can come to school to administer pain relief.

Hygiene and Infection Control

When administering medication, all staff will follow the current guidance in school on the prevention of contamination from blood borne viruses.

Staff Insurance

If these guidelines are followed, including the requisite to obtain parental consent, staff will be protected by the County Council's insurance policy against claims of negligence should a child suffer injury as a result of the giving of medicine.

Evaluating the Policy

This policy statement and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by the Governing Body. It will be formally reviewed every three years to ensure that the policy enables all children to have equal access to continuity of education.

Policy evaluation will focus on such areas as:

- establishing how far the aims and objectives of the policy have been met
- administration and recording of medicines given
- parent satisfaction.

Reviewed November 2016

Next review date September 2017

All Saints' Church of England Primary School
Medical Care - Form 1

Parental agreement for school to administer prescription only
medicines

Name of child: _____ Class: _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container):

Dosage and Method: _____ Times: _____

Dates to administer: From: _____ To: _____

Side effects that the school needs to know
about: _____

Self administration: Yes / No (delete as appropriate)

INHALERS

Class teacher to keep my child's inhaler for when required: Yes / No

My child takes full responsibility of own inhaler at all times: Yes / No

**I understand that I must deliver the medicine personally to the
office and accept that this is a service that the school is not obliged
to undertake.**

I understand that I must notify the school of any changes in writing.

**NB: Medicines requiring 3X daily doses are not administered in
school.**

Date: _____ Signature: _____

Relationship to child: _____

