

## Yardley Hastings Primary School

### Medicines Policy



There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children and administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions. Pupils with such existing medical conditions will not necessarily have special educational needs.

#### **Management and Organisation**

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete the medicines form available from the school office giving the child's name and class, clear instructions on the dose to be administered to the child, the time of the last and subsequent doses and for what period the medicines need to be given. The form should be signed by the parent or guardian. One copy will be retained in the school office in the blue medical file. A further copy will be sent to the child's class and filed in the class medical file. All administered doses of the medicine will be recorded on the class sheet by the member of staff administering the medicine. At the end of the school day, parents will be asked to sign the form to confirm that have been made aware of the doses administered at school. It will be the parent's responsibility to collect the medicine. For the duration of the course of medicine, the parents must inform the school of the time of the last dose each morning prior to leaving their child at school.

All medicines brought into school should be supplied in their original container and will be stored in the MI room in the lockable cupboard or fridge.

In cases where the child's medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan be prepared if applicable. In such cases, consultations on the Plan will include the school, health service practitioners (ie. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

The Headteacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils i.e. Teaching Assistants, class teacher, admin staff, should be advised of the correct procedure for each pupil .

It is the responsibility of the Headteacher to ensure that new members of staff received appropriate training.

Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures.

### **Advice on medication**

Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Headteacher can request that parents or carers keep the pupil at home if necessary.

If the parents or carer requests that the school administer medication (prescribed and non-prescribed), the Headteacher will allow this on the condition that the school's Administration of Medication form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. A record will be kept that the medication has been given together with the time and dosage.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Members of staff should administer the medication and a record kept. Staff will not

under any circumstances administer drugs by injection and parents would be expected to attend to the pupil in school hours in such cases. The exception would be administering of insulin to a diabetic child. Where this is necessary, the insulin will be administered by staff who have received the relevant diabetic training. This will be done with the support of another trained member of staff and recorded.

### **School Trips**

It is part of the Inclusion Policy of the school that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult may need to accompany visits where a difficult situation might arise.

### **Inhalers for Asthma**

The Headteacher has agreed that all pupils in Key Stage 2 should assume responsibility for their own inhalers. Spare, individually named inhalers can be kept in the school office but parents should complete the school's Administration of Medication form. It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.

In the case of pupils in Key Stage 1 and Early Years, the school will supervise the child using the inhaler. The inhaler should be given to the class teacher and written instructions given. As before, all inhalers should be regularly renewed and collected at the end of the school year.

The school will also hold a 'generic' inhaler to be used in emergency cases where the child's own inhaler cannot be immediately located or is not functioning.

### **Antibiotics**

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this case, the Headteacher is willing for named staff to administer the antibiotics supplied by the parent or carer. A Medication form should always be completed giving full instructions for administration of the medicine. It is the responsibility of the parent to ensure that the medication is supplied in the original container, collected each day and is not out of date.

### **Maintenance Drugs**

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines the form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept in the class medical file.

### **Unusual Medications**

In the case of unusual prescribed medicines, i.e. use of an epipen, this will be at the discretion of the Headteacher and Governors. In all cases, proper training will be provided by the Child Health service and parents will need to complete a Medication form accepting responsibility. In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own or with support in Early Years or Key Stage 1.

### **Nut Allergies/Anaphylaxis Procedures**

Medication for the treatment of nut allergies will be kept in easily identifiable containers in the MI room lockable cupboard. Each container should be clearly labelled with the child's name and class.

### **Emergency Procedures**

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, staff may volunteer to administer medication or emergency procedures such as resuscitation.

**In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school**

**Signed:**

**Date: September 2015**  
**Review Date: September 2017**

