

St Joseph's Roman Catholic Primary School
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Medicines Policy

2018-19

POLICY DETAILS:

Legal Status: Non-Statutory

Adopted: September 2018

Version Date: September 2018

Last Review: September 2017

Next Review: September 2019

Responsible Person: Headmistress

INTRODUCTION

This policy has been formulated from local authority and DfE guidance by school staff in conjunction with the Headmistress and with approval by Governors. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

Supervised medication in schools (www.brent.gov.uk)

Every school will abide by their drugs policy, which will clearly state at which point prescribed drugs are allowed onto the premises.

If pupils need to take their own medicines it is essential the school in question is informed of the situation.

However in general written permission and instructions from the parent/guardian or GP, specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage should be obtained.

In most cases the Welfare Officer will assist with the administering of medication.
Updated 07/05/2010

Staff administering medicine ([www.education.gov.uk/publications/eOrderingDownload/Managing Medicines Nov 07 version.pdf](http://www.education.gov.uk/publications/eOrderingDownload/Managing_Medicines_Nov_07_version.pdf))

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. The only exceptions are set out in the paragraph below.

Support staff may have specific duties to provide medical assistance as part of their contract. Of course, swift action needs to be taken by any member of staff to assist any child in an emergency. Employers should ensure that their insurance policies provide appropriate cover.

AIMS OF THIS POLICY

- 1) To ensure the safe administration of medicines to children where necessary and to help to support attendance
- 2) To ensure the on-going care and support of children with long term medical needs via a health care plan
- 3) To explain the roles and responsibilities of school staff in relation to medicines
- 4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- 5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- 6) To outline the safe procedure for managing medicines on school trips

ROLES AND RESPONSIBILITIES

HEADMISTRESS

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that the Medicines Policy is published on the school website
- To ensure that this policy is reviewed annually

STAFF

- To follow the procedures outlined in this policy using the appropriate forms
- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs
- To share medical information as necessary to ensure the safety of a child
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the first aid room and first aid boxes stocked with supplies
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS' section

PARENTS/CARERS

- To give the school adequate information about their children's medical needs prior to the child starting school
- To follow the school's procedure for bringing medicines into school
- To only request medicines to be administered at school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To ensure the school always has two EpiPens on site
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

SCHOOL ATTENDANCE DURING/AFTER ILLNESS

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for at least 24 hours
- Children should not be sent to school with earache, toothache or other significant discomfort
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact unless this has been agreed as part of the child's Health Care Plan
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession
- The adult is required to complete a parental agreement form at the School Office for the medicine to be stored safely at school so only the child who has been prescribed the medication can have access to it. The form also states that the parent / guardian understands that "this is a service that the school is not obliged to undertake"
- The Headmistress must be informed of any controlled drugs required by children
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school unless this is agreed as part of the child's Health Care Plan and the school has a copy of a valid prescription
- Parents are welcome to attend the school office at a pre-arranged time to administer medicines that must be taken during the school day
- Children are expected to self-administer medication if they are able to do so
- If a child refuses to take medicine, staff must not force them to do so

STORAGE OF MEDICINES

- EpiPens are stored in the locked cabinet which is situated in the corridor by the Photocopying and Resources room
- All inhalers are stored in the third drawer of the filing cabinet in the main school office – all children and staff have been notified
- All other medications are stored in the locked cabinet which is situated in the corridor by the Photocopying and Resources room with the exception of large containers of creams which are stored in the third drawer of the filing cabinet in the main school office
- Medications such as antibiotics which require cool storage will be kept in the fridge located in the SENCo room
- No medicines, other than asthma inhalers, may be kept in the classroom
- Parents are responsible for the safe return of expired medicines to a pharmacy
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MEDICINES ON SCHOOL TRIPS

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Leader is responsible for designating a school First Aider for the trip
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required.
- The designated school First Aider on the trip will issue children with any medicines they require with the expectation the child will self-administer if they are able to do so
- The First Aider will return any unused medicines to the Welfare Officer on return to school

APPENDIX 1 - Parental agreement for school to store / issue medication

St Joseph's Roman Catholic Primary School will not consider storing and / or issuing your child with medication unless you complete and sign this form. The medication must be clearly labelled with the name of the GP (or hospital) and dispensing pharmacy.

Name of child: _____

Date of birth: _____

Child's class: _____

GP Name and Telephone: _____

Medical condition / illness: _____

**Name of medicine
(as stated on the container):** _____

Date dispensed: _____

Expiry date: _____

Dosage and method: _____

Timing: _____

Special instructions: _____
(e.g. storage) _____

**Are there any potential
side effects?** _____

Self Administration: YES / NO (Please note that children will be expected to self-administer if they are capable of doing so)

Emergency Contact Name: _____

Emergency Contact Number: _____

Relationship to child: _____

Day address: _____

Parent / Guardian Agreement:

I understand that I must deliver the medicine personally to a member of the school office staff 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.

Signature: _____ **Date:** _____

Relationship to child: _____

RECORD OF MEDICATION ADMINISTERED IN SCHOOL

<u>CHILD'S NAME:</u>		<u>CLASS:</u>		<u>HEALTH CARE PLAN:</u>	<u>REASON FOR MEDICATION:</u>		
DATE	TIME	NAME OF MEDICATION:	DOSE GIVEN:	REASON:	REACTION:	SIGNATURE:	PRINT NAME: