

POLICY ON ADMINISTRATION OF MEDICINES IN SCHOOL

All staff, governors, parents/carers and members of the St Margarets CEP School community will be made aware of and have access to this policy.

Establishment staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of children with medical needs and to enable regular attendance of all children.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. If school staff are to administer medicine, the parent must supply the medicine in the original pharmacist's container to the school office and must complete a "Request for school to administer medicine" form. On no account should a child come to school with medicine if he/she is unwell.

Non-prescription Medicines

Non-prescription medicines are not administered at school and children should not bring them to school for self-administration. Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a "Request for school to administer medicine" form. Sunscreen is not a medicine and children are welcome to use this on sunny days to protect against sunburn.

Children with Long-term or Complex Medical Needs

Parents or carers should provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, Headteacher, school nurse and other relevant health professionals to ensure that the child's medical needs are managed well during their time in school. For children with significant needs, arrangements will be documented in a Health Care Plan.

Children taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma and reference should be made to the school's Asthma Policy. For other conditions, appropriate arrangements for medication should be agreed and documented in the child's health care plan and parents should complete a "Request for child to carry own medicine form".

Staff Training

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epipens, insulin. Training in the administration of specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, epipens etc) are kept in a locked store cupboard. Medicines are always stored in the original pharmacist's container. Children are told where their medication is stored and who holds the key. In the event that a child requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and epipens are either held by the child or kept in the office in a designated, accessible area.. Staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits. A spare inhaler/epipen for each child is kept in the school office.

Medicines that require refrigeration are kept in the staffroom fridge, clearly labelled in an airtight container.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the child reaches the age of 21. This includes medicines administered by staff during all educational visits.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a child who has a Health Care Plan, the emergency procedures detailed on the plan are followed.

Educational Visits

Staff will administer prescription medicines to children when required during educational visits. Parents should ensure to complete a consent form and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff. Hay fever remedies etc should therefore be provided, if necessary, on prescription.