



Medicines Policy

Date Governors Agreed:	November 2018		
Date to be reviewed:	November 2019		
Head Teacher:		Date:	08.11.18
Chair of Governors		Date:	08.11.18

Policy: Medicines Policy

Purpose: To ensure safe and clear administration of medicines

Date November 2018

Date for review: November 2019

INTRODUCTION

This policy has been formulated from guidance from the Department for Education by school staff in conjunction with the Headteacher 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.

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

HEADTEACHER

- 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 parents are aware of the school's Medicines Policy
- 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/Teacher – see 'MEDICINES ON SCHOOL TRIPS' below

PARENTS/CARERS

- To give the school adequate information about their children's medical needs prior to a child starting school
- To follow the school's procedure for bringing medicines into school
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- 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 24 hours
- 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 agreed.
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school and recorded on a record of medication form.
- Medicines will not be accepted in school that require medical expertise or intimate contact
- 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 (see appendix) at the school office for the medicine to be administered by school staff
- The Headteacher must be informed of any controlled drugs required by children, e.g. equasym.
- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school

- Administration of medicines at school must be recorded on the record of medication form.
- Parents may come to the school office to administer medicines if necessary
- Some children may self-administer medication, e.g. insulin, under agreed supervision if this has been directed by the parents when filling in the medicine form
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed

STORAGE OF MEDICINES

- Antibiotics (including antibiotic eye drops) must be stored in a fridge
- Tablets must be stored in the locked first aid box in a locked drawer in the first aid room
- Epipens should be stored in the wall cabinet in the First Aid Room
- Antihistamine eye drops for severe hay fever must be stored in the wall cabinet in the First Aid Room
- Parents are responsible for the safe return of expired medicines to a pharmacy

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 Visit Leader/Teacher is responsible for designating a school First Aider for the trip
- The Educational Visit Leader/Teacher 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. A copy of any relevant health care plan should be taken on the trip. A parent can request via the teacher that their child takes an anti-sickness tablet.
- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form
- The First Aider will return the form and any unused medicines to the First Aid room on return to school.

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