



**ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL
RICHMOND**

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Medicine in School Policy

Introduction

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance and appropriate care in school.

Medicines should only be taken to school when essential; that is where it would be detrimental to the child's health if the medicines were not administered during the school day. Staff will accept prescription-only medicines; those prescribed by a doctor, dentist or nurse prescriber and where it is essential that the medicine is administered during school session times.

The purpose of this policy is to;
provide clear definitions of roles and responsibilities, and,
outline procedures to be adopted for the care and well-being of all pupils.

Parental Responsibilities

Parents should provide full information about the child's medical needs when the child joins school, or as the medical need arises. No child will be given medicines without their parents' written consent (it is only necessary to seek consent from one parent).

Long term medical needs, e.g. need for an epi pen etc., should be clearly identified and arrangements for treatment discussed with the Head Teacher. This information will be recorded on the Health Care Plan

General health matters

Parents should:

- ensure that the child is well enough to attend school and refrain from sending them when they are unwell.
- follow the agreed procedure in the event of their child requiring medication to be administered by the school staff. Parents are responsible for safe transportation of medication to and from the school each day.
- be responsible for the provision to school of in-date medication, e.g. inhalers to treat long term medical conditions. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Medicines must, as far as is practically possible, be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The School will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. The exceptions to this might be medication for ADHD where only one tablet is taken at a particular time. A protocol for this will be agreed between school and the parent.

Head Teacher's Responsibilities

The Head Teacher will

- ensure that all parents and staff are aware of the policy and procedures for dealing with medical needs.
- ensure that systems for sharing information will be followed.
- ensure appropriate CPD is available to enable all staff to take on all aspects of First Aid in school.

Responsibilities of Staff Administering Medicines

Staff members who agree to accept responsibility for administering prescribed medicines (except inhalers) will have first aid training and will follow agreed procedures for recording the administration of medicines.

If children are able to take their medicines themselves, staff may only need to supervise, though the medicine should still be stored by the school.

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

Such staff will receive training in safe administration of medicines, including the use of an Epi-pen, from a health care professional.

If in doubt about any procedure staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the School.

Staff administering medicine will complete and sign a record each time they give medicine to a child.

Medicines on Educational Visits

There is no reason why children with medical needs cannot participate in safely managed visits. Reasonable adjustments will be made to enable children with medical needs to participate fully and safely on visits.

Health care plans for class members should be consulted at the time of organizing the visit. Class teachers and accompanying first-aiders will together be responsible for the transportation and administration of any medicines required for individual pupils

Administering Prescribed Medication

Procedure for the Administration of Medicines in School
(short term arrangements)

Child has short term medical need requiring the administration of medicine to avoid a detrimental effect on the child's health.

- Parent brings medicine (in original container) to school office.
- Parent reads and signs Form 2a to agree to school administering medicine to pupil.
- Head Teacher signs the agreement Form 2b and returns to the parent/carer
- Medicine stored by office staff and Form 2a placed into Medicine Administration book

Non prescribed medication

Non prescribed medication is to be discouraged. However if it is necessary to administer non-prescribed medication in school the same procedures will apply as to prescribed medication as above. We do not allow cough sweets in school.

Safe Storage of Medicines in School

Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be made readily available to children in classrooms and should not be locked away.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled.

Emergency procedures

The nominated first-aiders are:

Mrs Finn

Mrs C Roberts

Mrs L Brown

Mrs E Boath

These members of staff should be called upon in the event of a medical emergency.

Details of first aid procedures can be found in the First Aid Policy which is kept in the policies file in the school office.

If a child needs hospital treatment, a member of staff should always accompany the child, and should stay until the parent arrives

Procedure for the Administration of Medicines in School (long term arrangements)

Child has long term medical need requiring the administration of medicine to avoid a detrimental effect on the child's health.

Parents complete Health Care Plan and copies are retained in the Medicine Administration file.

Parents provide sufficient in-date medication as appropriate to condition and complete **School Form 2a** to agree to school administering relevant medicine.

When medicine is administered, this is recorded on **Medicine Record Form**.

Administration of inhalers is not recorded in the Medicine Administration file.

Medical information should be reviewed at start of new academic year, and parents ensure that staff are kept up to date with the pupil's medical condition.

Inhalers for asthma should be kept in the classroom, or within easy access for pupil use.

Review Date: Spring 2018