

Sir Henry Fermor Primary School

Policy for Administration of Medicines in school

Adoption Arrangements and Date

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

This is a Level 2 Policy against the Trust Governance Plan.

Review Body:	Headteacher
Approved:	May 2023
Next review:	May 2026
Review Period:	3 years

It has taken account of guidelines and procedures recommended by the Local Authority and the NHS.

Introduction

The school recognises its general duty of care towards pupils, however the administration of medicines remains the responsibility of parents/carers.

The school aims to support children with long term medical conditions and those with short term illnesses that may require medication during school time, however we strongly urge parents to administer medicines at home. Time-release medication can be requested from GP's to facilitate this.

In general terms if your child has to be administered medication 4 or more times a day, we are then happy to administer one dose or more. If the dose is three times or less a day, we suggest for example a dose before school, a dose after school and a dose at bedtime.

If your child is unwell at school, you will be contacted and asked to come and give them medication or collect them.

The following guidelines which give information about school policy and procedures should a child need medication during school hours.

Procedures for medicines in school

1. Written agreement/forms – Written permission and clear instructions are required for all medicines. A form is available at the school office.
2. Storage of medicines – All medicines are kept in the school office in locked 'medicine safes' and are available for use where appropriate. Medicines which require storage at a particular temperature/refrigerated can be administered in school and will be stored in a locked medicine safe in a fridge in the staffroom.
3. Asthma – inhalers are kept in the child's class first aid bag for all pupils. All pumps and refills must be in original packaging and named. Pupils must only use their own pump and medication. A medical form must be completed by parents.
4. Regular and short term prescription medicines, prescribed by a doctor must be handed in at the school office in a named original medicine container with a completed Parent Medication Consent form. Please make your child aware that they need medicine and at what time, so that they can help to remind staff if necessary.
5. Epi-pens are kept in the child's class first aid bag for all pupils and require a Parent Medication Consent form to be completed. The school has been given generic Epi-pens by our local GP for emergency use in school. These are kept in the staff room in a labelled box above the fridge.
6. Over the counter medicines are generally not encouraged and should be administered at home. Where an over the counter medicine is necessary e.g. travel sickness pills, short term pain killer for toothache etc. the procedures outlined above for other medicines must be followed.
7. Long term medical needs – where a child has a long term/more serious medical need such as diabetes, an individual written Care Plan will be agreed and completed with parents/carers and where appropriate medical professionals. Care Plans are reviewed with parents/medical professionals regularly, according to individual need.

8. Parents administering medicines during school time – parents are always welcome, by prior arrangement with the school office, to come to school to administer medicines and cream for their own child during the school day.

9. Offsite trips and outings – prior to the outing, in date medication, in original labelled packaging, with a completed Parent Consent Medication form must be handed in to the school office. Each class takes their first aid bag with them on any outing.

Roles and responsibilities of staff managing / supervising medicines

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency according to any care plans in place.

Advice and guidance will be sought where appropriate from medical professionals.

While school staff have no legal obligation to administer or supervise medicines for pupils, our school staff are all trained in the school policy and procedures for administering medicines and will usually agree to do so.

Under no circumstances should a child bring any medicines including throat lozenges and mouth gels to school without following the school medicines procedures. These could cause a serious hazard to the child or other children if found and swallowed.