

West Coker Primary School



Managing Medicines in School Policy

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**Approved by the Governing Body of West Coker Primary
School in March 2021**

Executive Headteacher.....

Chair of Governors.....

Proposed Date of Future Review March 2024

WEST COKER C of E VC PRIMARY SCHOOL

POLICY FOR MANAGING MEDICINES IN SCHOOL

INTRODUCTION

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from the DFES notes "Managing Medicines in School and Early Years Settings" from March 2005. We recognise that most children will at some time have medical needs either on a short-term or long-term basis and others may require medicines in particular circumstances, such as allergies. The school aims to enable regular attendance. However, it is expected that children are not sent to school when they are clearly unwell or infectious.

Prescribed Drugs

Medicines should only be brought to school when it is essential and would be detrimental to a child's health if the medicine were not administered during the school day. The school can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. ***The school will not accept medicines that have been taken out of the container as originally dispensed.*** Parents/Carers must complete the form: 'Parental agreement for school to administer medicine' (appendix A).

Medicines other than inhalers will be stored in a locked cabinet during the day. A record will be made of when the medicine was dispensed. The school does not have a lockable fridge to store medicines that require refrigeration. For this reason, antibiotic mixtures will not be stored or administered in school. (Please see note below about parental responsibility.)

Non Prescribed drugs

We will only administer non-prescribed drugs (e.g. calpol) where parents have brought in the medicine and signed a consent form. The medicine should be in its original container and labelled with the child's name and dosage. ***The school is unable to administer any medicines that contain Aspirin.*** Medicines containing Ibuprofen will only be administered when it has been confirmed that the child has previously been given Ibuprofen with no ill effects. ***This is particularly important for a child known to have asthma.***

Refusal of Medicine

If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency, then our emergency procedures will be followed.

Parental Responsibility

Parents/Carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need. Where a child has a long term medical need, a health plan will be drawn up with the Parents/Carers and Health Professionals. It is the responsibility of Parents/Carers to ensure that all medicines are kept up-to-date,

collected at appropriate intervals and to arrange for the disposal of any unused medicines. It is expected that if a child is well enough to attend school but is finishing a course of antibiotics, the doses will be administered during out-of-school hours i.e. before and after school. However, where this is not possible, it will be the responsibility of the parent to bring the medicine into school at the appropriate time in order to administer it to their child.

Self-Management

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

Educational Visits

Reasonable adjustments will be made to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children. Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.

If members of staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the school health service or the child's GP.

Sporting Activities

Most children with medical conditions can participate in physical activities and extracurricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. The school is aware of issues of privacy and dignity for children with particular needs. Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Known medical conditions

Medical information will always be treated confidentially and the Parents/Carers and child (where appropriate) will be consulted about the sharing of records or other information.

Training

Any staff required to administer prescribed medicines in specific circumstances (e.g. use of an EpiPen) will receive training to do so.

Next Review Date: March 2021

Appendix A

Parental agreement for school/setting to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

Name of school/setting: **West Coker C of E VC Primary School**

Name of child: Class:

Date of birth:

Medical condition or illness:

Medicine

Name/type of medicine:

(as described on the container – please label with child’s name and dosage)

NB: Medicines must be in the original container as dispensed by the pharmacy

Date dispensed: Expiry date:

Dosage and method:

Timing:

Special precautions:

Are there any side effects that the school/setting needs to know about?

.....

Self administration Yes/No *(delete as appropriate)*

Procedures to take in an emergency:

.....

Contact Details

Name:

Daytime telephone no.:

Relationship to child:

Address:

I understand that I must deliver the medicine personally to:

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

I confirm that my child has had this medicine previously and suffered no ill effects.

Date: _____ Signature(s): _____

Head teacher agreement to administer medicine

I agree that *(name of child)*

will receive *(quantity and name of medicine)*

every day at *(time medicine to be administered)*

..... *(name of child)* will be given/supervised whilst he/she takes their medication by a member of staff authorised by the Headteacher. This arrangement will continue until *(either end date of course of medicine or until instructed by parents)* after which a fresh agreement form will be completed.

Date: _____

Signed: (Headteacher & Named Member of Staff)
