

## **POLICY ON MANAGING MEDICINES IN SCHOOL**

### **Introduction**

At Sandford St Martin's First School, we support the need to ensure that children with medical needs, long or short term, receive 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 practitioner.**

(taken from DfES and DoH guidance, March 2005)

### **Purpose**

The purpose of this policy is to

- Provide clear definition of roles and responsibilities, and,
- Outline procedures to be adopted for the care and well-being of all pupils.

### **Parents**

Parents have the prime responsibility for their child's health and must provide the school with information on their child's medical condition. Forms are filled out on entry to the school to notify any pre-existing medical conditions. If appropriate, information should be obtained from the child's GP or other medical professional with support of the parent so that staff in school understand their role in supporting any child with on-going medical needs.

### **PRESCRIBED MEDICINES**

Medicines are only administered when essential; that is where it would be detrimental to a child's health if the medicine were not taken during the school day. Medicines must be in the original container as dispensed and include instructions for administration and dosage (form provided by school office). We encourage parents to administer medicines at home (3 doses a day can be before school, after school and at bedtime). No child is given medicine without parent's written permission. Written records are kept each time medicines are given. If a child refuses to take the medicine we do not force them to do so, this is also recorded. Medicines are stored in the fridge in the staff room if they need to be chilled or in the medicines box on the cupboard in the Headteacher's office. Asthma inhalers and epi-pens are stored in first aid / medicine boxes in each classroom (along with clear instructions on forms completed by parents).

### **Educational visits**

All children are encouraged to take part in visits. Medicines such as asthma pumps and epi-pens are taken on trips with copies of written instructions. For more serious medical conditions parents are asked if any additional safety measures are needed or parents may be invited to go on the trip. If necessary a copy of the health care plan will be taken in the event of the information being needed in an emergency.

### **Staff training**

Training takes place regularly from the school nurse on asthma, epilepsy and anaphylaxis, as necessary. The school has trained first aiders on site at all times. Mid day meals supervisors are informed of any children with specific medical needs.

### **Record keeping**

A record is kept of any administration of prescribed drugs (see appendix). Records are kept in the appropriate first aid / medicines box – i.e. where the medicine is stored.

### **Disposal of medicines**

Staff do not dispose of medicines. Parents are responsible for the disposal of medicines and ensuring that the medicine has not expired. If appropriate, sharps boxes are used for the disposal of needles.

### **Emergency procedures**

All staff know about the school's emergency procedures, office staff will contact emergency services and parents. A member of staff will accompany a child taken to hospital in an ambulance, and will stay there until a parent arrives. Health professionals are responsible for any decisions on medical treatment until a parent arrives. Staff never take children to hospital in their own cars.

### **Drawing up a healthcare plan**

The main need for the HCP is to identify and clarify the level of support needed. Not all children with medical needs will require a HCP. A short written agreement is often all that is required.

Staff agree with parents as to how often the plan is to be reviewed.

### **Confidentiality**

The headteacher and staff treat medical information confidentially. The headteacher or member of the Senior Management Team agrees with the parent who else should have access to records and other information about the child.

This policy was agreed by stakeholders -

Staff – date -

Governors – date –

Review date –

APPENDIX –

Administration of medicines form for parents

Record of administration of medicine in school form

School Health Care Plan form

SANDFORD ST MARTIN'S CE VA FIRST SCHOOL

**PARENTAL AGREEMENT FOR THE SCHOOL TO ADMINISTER MEDICINE**

The school will not give your child medicine unless you complete and sign this form.

CHILD'S NAME .....CLASS.....

DATE OF BIRTH.....

NAME OF MEDICINE.....

DATE DISPENSED.....

EXPIRY DATE.....

HOW MUCH TO GIVE (DOSAGE) .....

WHEN TO BE GIVEN.....

Are there any side effects that the school should know about?

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Any other instructions?

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**NOTE: medicines must be in the original container as dispensed by the pharmacy.**

DAYTIME PHONE NUMBER OF PARENT OF ADULT CONTACT .....

NAME AND PHONE NUMBER OF DOCTOR .....

The above information is, to the best of my knowledge, accurate and I give consent to school staff administering in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of medication or if the medicine is stopped. I will ensure that medicine stored in school does not go past expiry date.

PARENT'S SIGNATURE.....

PRINT NAME .....

DATE .....



**HEALTH CARE PLAN**

CHILD'S NAME ..... CLASS .....

DATE OF BIRTH .....

ADDRESS .....

MEDICAL DIAGNOSIS OR CONDITION .....

.....

DATE ..... REVIEW DATE .....

**CONTACT INFORMATION**

FAMILY CONTACT 1		FAMILY CONTACT 2	
Name		Name	
Home number		Home number	
Mobile		Mobile	
Work number		Work number	

DOCTOR..... PHONE .....

CLINIC/HOSPITAL..... PHONE .....

Describe medical needs and give details of child's symptoms:

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Daily care requirements:

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Describe what constitutes an emergency for the child, and the action to take if it occurs:

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Form copied to: