

# Medicines in School Policy

## Leintwardine Primary School



*Letting Our Light Shine*

<b>Approved by:</b>	N Gorry	<b>Date:</b> 11.11.23
<b>Last reviewed on:</b>	March 2023, medical form updated 11.11.23	
<b>Next review due by:</b>	September 2024	
<b>Interim changes</b>	Addition of number of tablets or sachets provided by parent/carer Refusal to administer medicine not in correct packaging Medication must be kept by staff until it can be handed to the parent 2 <sup>nd</sup> member of staff to check the dosage	

### **Prescribed medication**

Due to the timings of the school day, there may be occasions when children require a dose of prescribed medicine during the school day. We understand that a child is sometimes well enough to attend school whilst finishing off a course of treatment prescribed by the Doctor or medical practitioner.

School can only administer medicines prescribed by a doctor where 4 or more doses are required within a 24 hour period.

Parents must fill out a medicine indemnity form (appendix) for all medicines administered in school. This is available from the School Office.

All medicines will be kept in the locked first aid cabinet situated in the staff cloakroom or the staffroom fridge (if required) and will be administered by the School Business Manager, Headteacher or other delegated member of staff. During administration a second member of staff must check the dosage.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff administering the medicine should check that the medicine includes:

- The child's name
- The name of the medicine
- Dose
- Method of administration
- Time / frequency of administration
- Any side effects
- Expiry date
- Number of tablets/sachets present when handed to staff

Indemnity forms with detailed information of dosage and time are kept with the medicine along with a record of administration of medicines. School staff will refuse to administer medicines not provided in the correct packaging.

Parents should collect medicine at the end of a school day, from the school office, if it is required at home.

### **Refusing medicines**

A child should not be forced to take a medicine if they refuse to take it. A note of the refusal should be kept in the medicine administration folder and parents should be informed.

If the refusal of medicine results in an emergency, the school's emergency procedures should be followed.

### **Asthma Inhalers**

Inhalers are kept in the classroom with the child and are taken as required. This will be supervised by a member of staff.

### **Emergency medicines**

Individual pupils such as inhalers are kept in the child's classroom for ease of access, epi pens are kept by the class teacher for younger children or with the child at all times once they are old enough to manage this from year 2 (this will be assessed depending on the child's maturity) . Staff are trained in the use of emergency medicine.

Additional emergency medicines such as epi pens, paracetamol and antihistamine medicine are kept in the locked cupboard in the staff cloakroom.

### **For long term medical needs**

A health care plan should be written, involving the parents and relevant health care professionals. – See Supporting Children with Medical Conditions Policy.

### **Non-prescription medicines**

There may be occasions when a child becomes ill in school that it is beneficial to administer paracetamol or antihistamine medicine. Parents will be contacted prior to this to gain permission. A child can only be given one dose of paracetamol during a school day (any more than this would demonstrate that a child is not well enough to be in school or is in pain).

### **Educational visits and sporting activities**

Our school encourages children with long term medical needs to participate in safely managed visits/activities. Planning arrangements for visits/activities should include the necessary steps to enable children to participate fully and safely. Risk assessments should also be carried out along with consideration of additional safety measures eg additional adults, arrangements for taking medicine, emergency procedures if required. A copy of the health care plan should also be taken on any visit in case of emergency.

Administration of medication forms should be filled in before the trip and carried with the medicine and administration record by the trip leader or other delegated person.

Medications should be always under the control & possession of staff unless the pupil is sufficiently aged & mature enough to be allowed to keep the medication on them. Asthma relievers or in the case of severe rapid anaphylaxis onset where there may be less than a minute to restricted breathing should be kept close by at all times.

A Staff member must keep the medicines in their possession, until they can physically hand over the medicines back to the Parent/ carer upon return. If the medicine is a Controlled Drug, this must be kept within a lockable container.

### **Parental responsibilities**

Parents are responsible for ensuring that medicine supplies are renewed and that epi pens are kept in date and replaced prior the expiry date has lapsed. Parents are responsible for disposing of medicines although the school will support parents in this.

### **Staff training**

At our school we have a number of fully trained first aiders. All staff have received epi pen training and this is updated on a bi- annual basis or as necessary depending on conditions of children in school.

Staff with children who have medical needs in their class will be informed about the nature of the condition and will receive additional training if required.



## Leintwardine Endowed C.E. Primary School Administration of Medicine in School

A separate form for each medication must be completed

<b>Child's name</b>	
<b>Class</b>	
<b>Name of medicine</b>	
<b>Time of administration</b>	
<b>Reason for medication</b>	
<b>Dates of administration</b>	
<b>Dosage to be given and method</b>	
<b>Number of tablets or sachets.</b> <small>Medicine must be in the original container, as dispensed by the pharmacy</small>	

I give my permission for my child named above to have the named prescribed medicine administered in school. I will be responsible for the delivery and collection of the medicine to /from the office.

<b>Parent/guardian signature:</b>	<b>Print name:</b>
<b>Date</b>	
<small>N.B. School can only administer medicines prescribed by a doctor where <b>four (4)</b> or more doses are required within a 24 hour period. In line with the school medicine policy.</small>	

<b>Office Use only</b> <b>Received by</b>
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