

# Medicines in School Policy

## Leintwardine Primary School



*Letting Our Light Shine*

<b>Approved by:</b>	N Gorry	<b>Date:</b> 7.9.22
<b>Last reviewed on:</b>	September 2022	
<b>Next review due by:</b>	September 2024	

### **Prescribed Medication**

Due to the timings of the school day there are 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.

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

All medicines are kept in the locked first aid cabinet situated in the Staff cloakroom or the staffroom fridge ( if needed) and will be administered by the School Business Manager or Headteacher.

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

Indemnity forms with detailed information of dosage and time are kept with the medicine along with a record of administration of medicines.

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**

for individual pupils such as epi pens are kept in the child's classroom for ease of access. All staff have received training 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 disabled 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.

### **Parental responsibilities**

Parents are responsible for ensuring that medicine supplies are renewed and that epi pens are kept in date and replaced when 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

<b>Child's name</b>	
<b>Class</b>	
<b>Name of medicine</b>	
<b>Time of administration</b>	
<b>Dates of administration</b>	
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.	
<b>Parent / guardian signature</b>	
<b>Date</b>	



