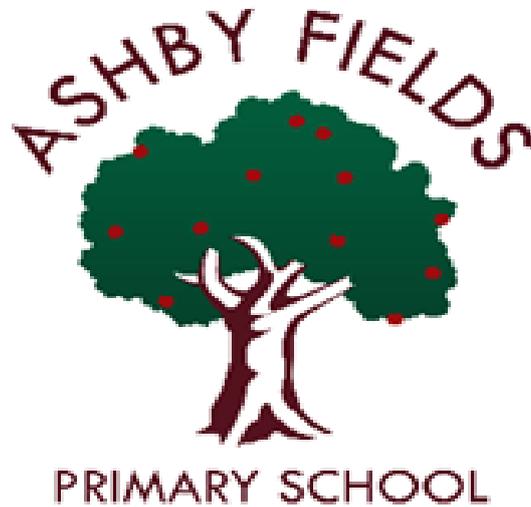


# Ashby Fields Primary School



## Medicine Policy

The aim of this policy is to provide clear guidelines and procedures for the administration of medicines in school.

Prepared by:

Approved on:

Signed (*Chair of Governors*)

Date of next Review:

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## **Medicine Policy**

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. Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

## **Parental Responsibility**

Parents/Carers have the prime responsibility for their child's health and should provide Ashby Fields Primary 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 then a health plan will be drawn up with the Parents/Carers and passed to the School Nurse to approve. Copies of the approved health plan will be circulated to the child's teacher to be stored in the class yellow file, the child's record file and in the health plan file.

## **Prescribed Drugs**

Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day. Ashby Fields Primary 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.

Medicines will be stored in a cupboard in the office during the day or in the medicine fridge where necessary.

A record will be made of when the medicine was dispensed. This document will be available from the school office.

Parent/Carer should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to bring home unless this has been agreed

## **Non Prescribed drugs**

The school will not administer any medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless it is done as part of an individual health care plan. No child will be given any medicines without their parent's written consent.

## **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.

### **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**

In line with Ashby Fields Primary School's Inclusion policy we will make reasonable adjustments 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 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**

A list of all children within a class with any known medical condition will be placed in the yellow file in each classroom.

A central register will be placed in the office to ensure that all teaching staff, lunchtime supervisors and support staff have access to the information.

When supply staff are asked to cover a classroom it will be the responsibility of the member of staff showing the supply teacher to the room where the list is held.

### **Training**

Any staff required to administer prescribed medicines will receive training to do so. All staff will receive annual refresher training on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis.

## Medicine to be Administered

\*\*Please note medicine can only be administered by the school office if it has been prescribed by a GP\*\*

<b>Today's Date:</b>		<b>Signature of staff receiving medication:</b>	
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<b>Parent/Guardian's Name:</b>		<b>Parent/Guardian Signature:</b>	
<b>Child's Name:</b>		<b>Child's Class:</b>	
<b>Condition medicine is required for e.g. tooth ache, hayfever</b>			
<b>Name of medicine:</b>		<b>Dose required e.g. 5ml or 2 drops:</b>	
<b>Time required:</b>		<b>Duration e.g. 5 days:</b>	
<b>Does your child know when they need to take it?</b>	<b>Yes/No</b>	<b>Can you child administer it themselves?</b>	<b>Yes/No</b>
<b>Does the medicine need to be kept in the fridge?</b>	<b>Yes/No</b>	<b>Does the medicine need to be collected at the end of the day from the office?</b>	<b>Yes/No</b>
<b>Amount of medication provided: e.g. 10 tablets</b>			