



## ***Banks St. Stephen's Church of England Primary School***

***"Belonging, Serving, Succeeding"***

### Vision for Banks St. Stephen's Church of England Primary School

"We actively promote a sense of pride in belonging to this community. Leading by example, we seek opportunities to serve God by serving others. We are ambitious for each individual and determined to enable every member of the school community to flourish and succeed."

# **MEDICINES IN SCHOOL POLICY**

## **POLICY AIMS**

The aim of this policy is to help school staff, children with particular medical needs and their families towards an appropriate and safe framework for managing medication in school. We aim to ensure that children who need medication have their needs met in such a way that they retain the fullest access to the life and work of the school and obtain the highest level of attendance appropriate to their health and condition.

This policy sets out how the school will establish safe practice and procedures, and to ensure that children with health issues and medical needs receive appropriate care and support in school. School is not obliged to administer medicines in school and it will always be at the discretion of the Headteacher. Parents and carers need the understanding that only prescribed medications are kept on school premises and written parent/guardian consent is required to accompany all medicine administration.

School is committed to ensuring that children return to school as soon as possible after an illness and any children who have chronic health issues/conditions or long term medical needs are supported at school.

## **OVERVIEW**

When learners have been prescribed medication by a doctor/health care professional, it may be necessary to their health and wellbeing to continue the treatment in school hours.

Where children are acutely unwell and not fit to be in school, they should be cared for at home. If a child has an infection that could be passed to others they should be looked after out of school, until they are well enough to return (respecting the health and safety of the school community). If a child is prescribed antibiotics for an infection, it is also important that they are well enough and that a time of reasonable treatment has passed, before returning to school.

Parents are to be aware that the administration of medicines in school policy is to guide teaching and non-teaching staff on safe practices and that any staff administering medicine do so voluntarily.

The following points will be covered in this policy;

1. Medicines should only be taken in school when it is essential, and where it would be detrimental to a child's health, learning or wellbeing if the medicines were not administered during the school day.
2. Medicines should be prescribed by a doctor, dentist or nurse practitioner
3. Provide clear definitions of roles and responsibilities for ;
  - a) parents; in respect of their child's medical needs and consent to administration of medication,
  - b) Staff, in the safe practices of administering medicines, including infection control.
4. Outline the procedures to be adopted for safe storage of medicines in school
5. To support and encourage regular attendance of all pupils

## **ROLES AND RESPONSIBILITIES**

### **PARENTS/GUARDIANS**

It is the responsibility of the parent/guardian to follow these guidelines to ensure the safe administration of medications to their child. It is important to ensure accuracy as medicines incorrectly labelled cannot be accepted or indeed administered.

The specifics required are as follows;

- The parents must provide details of conditions/medical needs to school on admission or as the medical need becomes apparent
- Long term treatment needs should be clearly identified and discussed with the Headteacher so provisions can be arranged and a care plan can be pursued in liaison with the school nurse if appropriate.
- All medicines should be taken directly to the school office by a responsible adult and a written request completed.

- Medicines to be continued at home (e.g. antibiotics) should be collected from the office at the end of the school day. The medicine can be returned to the office the next day if required.
- If medicine is to continue over a set time period, this should be noted on the written request form,
- parents should be aware of the policy and the procedures for safe use and administration of medicine in school
- clearly label all medicines with the child's name, date of birth and class (not covering the medicine name or instructions), in its original dispensed container
- prescribed medications with original printed pharmacist label in its original container
- all instructions and labelling should be clearly visible on all medicines and expiry dates of medicines appropriate to term of use
- parents should provide the appropriate dosage spoon/syringe as provided with the medication
- Parents should ensure that their child is well enough to attend school, and refrain from sending them in when they are unwell
- Parents should assess when their child has made adequate recovery from illness/infection and after a reasonable time taking antibiotics for infection, to protect the school community in the instance of infectious illness
- Parents are responsible for the collection of and safe disposal of expired medicines

## **STAFF**

School staff should support what is reasonable and practical to ensure inclusion of all pupils. This will include administering medicines or by supervising a child to self-administer asthma inhalers. Staff should follow the procedures for safe administration and recording of the administration of medicines.

- The Headteacher will ensure that communication for sharing information is followed.
- The Headteacher will ensure that all staff/parents are aware of the medicines in school policy.
- Staff should adhere to the safe storage, dosage, administration and handling of medication.
- Staff should be vigilant in the accuracy of the correct medicine to the correct child and always ensure that full parental/guardian consent is signed with full instruction for the medicine to be administered.
- Staff should observe normal precautions for avoiding infection and that they follow basic hygiene routines
- Staff should ensure that parents/guardians are made aware of the medicine in school policy when they request administration of medicine in school.

- Staff receiving medicines in the office should ensure correct labelling and documentation is complete before accepting the medication, including instructions on specific storage needs.

### **SAFE STORAGE AND SAFEGUARDING**

School staff are responsible for ensuring that all medicines are stored safely as follows;

- Medicines should be stored in the original dispensed container
- Medicines are to be stored in the Headteacher's office or school office
- Where medicines require refrigeration, they are to be stored in the office fridge
- Immediate medications, such as diabetes testing kits and insulin or asthma inhalers are to be stored in the child's classroom, in an allocated safe place for easy access to the child's requirements,
- All medications should be clearly labelled with the child's details (including inhalers),
- Emergency anaphylactic medication is to be stored as recommended by the health care professions dictating the child's care needs.
- School staff should not dispose of expired medicines.
- Parents should collect medicines held at school at the end of each term/course of treatment or end of each day, whichever is appropriate

### **SCHOOL TRIPS AND OFF SITE ARRANGEMENTS.**

Any medical needs off school site will have special arrangements and planning as appropriate to the child's needs and the medication required. This may include risk assessment in certain cases.

Policy reviewed October 2022

Will be reviewed again by October 2024



The school will not give your child medicine unless you complete and sign this form. ***Please note that medicine which is to be taken three times a day can be administered outside school hours.***

Name of child	
Class	
Medical condition or illness	
Name of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	

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

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to:	Mrs Ousey or Mrs Tennant

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Administration record

Medicine name	dose	Date/time	Staff administering	Verified by
			Name Signed	Name Signed
			Name Signed	Name Signed