

Clewer Green CE Aided First School

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Headteacher: Mr M Tinsley



'Inspiring Children'

Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

'I can do all things through him who strengthens me'

Philippians 4:13

MEDICINES/MEDICATION IN SCHOOL POLICY

THIS POLICY **MUST** BE READ IN CONJUNCTION WITH OUR
CHILD PROTECTION COVID-19 ADDENDUM

Aim

Our aim, in line with our distinctively Christian values, is for every child to have the support that they need, and by example and direct teaching, promote a Christian ethos within the school whilst recognising that not all of its members will be practising Christians. The safety and well-being of all the children in the school is our prime concern. With this in mind, and following both National and local regulations, the Governors' policy on the administration of medication and/or holding of medicines in school is as follows:

Asthma inhalers

These are held centrally in the Office. Parents should name the inhaler and volumiser clearly with the child's name. It is the responsibility of the parents to check regularly that the inhaler is not out of date.

Children have access to their inhalers whenever necessary. They use them under the supervision of an adult member of staff. Parents are also requested to complete a School Asthma Card regarding their child's condition. If an inhaler is administered in school time, it is recorded in the Asthma register, located in the school office. Parents will be sent a text message when children have used their inhaler and parents will be phoned and informed if their child is still unwell.

Epipens

These are held centrally in the Staff Room. Parents should name them clearly. All members of staff receive regular training on the emergency use of the epipen. Children do NOT administer the epipen themselves. There is a procedure in place, should there be a case of anaphylactic shock. We have asked parents to fill out an epipen/auto injector Medical Care Plan.

Medication

We would prefer parents to administer any medicines themselves, but should a child be finishing a course of antibiotics, and a parent wishes their child to complete a prescribed course whilst at school then the following procedure must be carried out:

1. Parent to ask School Office or Breakfast Club Supervisor if a prescribed medicine can be administered at school
2. A form, available from the School Office (Appendix 1), should be completed by a parent which details accurately:
 - the medicine and quantity prescribed
 - the name and class of the child
 - date and time of administration
 - parent's signature

3. Where possible, a **SINGLE DOSE** of medicine should be handed in to the office, or the Breakfast Club Supervisor, in the morning in a closed/tied bag, plastic box etc with the form attached
4. Medicines to be kept in fridge in Medical Room.
5. Medicine to be administered at allotted time by class teacher or TA, or whenever necessary by the Office staff.
6. Medicines to be administered to child with a witness observing procedure. Process to be logged on the Medical Consent form (Appendix 1) which is to be filed in the green class Medical Files kept in the Medical Room
7. Empty medicines containers to be collected from School Office if required.

The use of prescribed anti-biotics should rarely be necessary, as a child needing such medication is perhaps not well enough to be in school at all. However, should its use be necessary, the procedure outlined above will apply. Parents, however, must accept that the medicine may not be able to be administered at the exact designated time.

Piriton, other antihistamines and paracetamol/ibuprofen suspensions will only be administered in the same way as prescribed medicines i.e. following specific instructions on our Medical Consent Form.

Throat lozenges and cough sweets

These should not be brought in to school, however if a parent feels that their child needs to take a cough sweet during the school day then the packet, clearly marked with the child's name, must be given to the class teacher. The lozenges will be kept in the class teacher's desk and a single lozenge will be given to the child when requested. A child will be given no more than 2 lozenges per day.

Lotions, creams, lip salves and suntan lotion

These are to be given to the class teacher, who will place such items in their classroom desk for use by the child when necessary. They are not to be kept in trays, bookbags etc. They must be clearly marked with the child's name. Children requiring the use of these items will self-administer them, under the supervision of an adult.

Tablets

Tablets are held centrally in the Office. Parents should mark a container clearly with the child's name, the correct dosage and what time the dosage should be administered. Tablets that need to be broken into halves/quarters should be done so at home and be ready to be taken at the appropriate time. School staff should not be responsible for handling the tablets. The children administer the tablets themselves, under the supervision of an adult.

Hand Sanitiser

Hand sanitisers are provided in each classroom, however if a parent wishes to supply their own then this must be labelled clearly with the child's name and either attached to the child's lunchbox or kept on the teacher's desk until needed. Children are not to share hand sanitiser.

AED – Defibrillator

One AED device is kept on school premises at the medical station. The location of the AED is clearly signed and staff are made aware of its location. Anyone trained in basic first aid can use the defibrillator, but an adult should always call an ambulance before use. The device should be checked on a monthly basis and the AED checklist completed. AED devices should not be used around oxygen tanks, metal, petrol or wet areas. Pads are single use only and paediatric pads are supplied for under 8s.

Other Medical Plans

Where children have exceptional medical needs parents must provide an individual medical plan which will cater for that child's needs which may differ from the processes outlined in this policy. Where this is the case, the Medical Plan and any administering of medicine will be recorded in the Medicines Folder.

OTHER RELATED POLICIES

The Medicines policy should be read in conjunction with other relevant school policies.

Revised: October 2020
Review date: October 2021

_____ Date _____

Sarah Langley, Chair of Governors

APPENDIX 1

MEDICINE CONSENT FORM

Name of child _____ Class _____

Medicine _____ Single dosage _____
(quantity e.g. 5ml)

Time and date of administration _____

Name of parent _____

Parent's signature _____

Signature of administrator _____ (to be signed after medicine has been given)

ADDITIONAL DOSES

Dates to be completed by parent/carer if the above prescribed course of medicine needs to be completed.

Date _____ Signature of administrator _____

Date _____ Signature of administrator _____

Date _____ Signature of administrator _____

Date _____ Signature of administrator _____

Date _____ Signature of administrator _____

Date _____ Signature of administrator _____