

# Downholland Haskayne CE Primary School

## Medicine Policy

### Introduction

We encourage children to attend school every day. However, there are occasions a child needs to stay at home if they are unwell. In this event we ask that parents inform the school on the first day of absence before 10.30am.

### Long Term Medical Needs

Downholland Haskayne CE Primary School is an inclusive school and will support the needs of children with long term conditions and special medical needs. If this was necessary an Individual Health Care Plan would be written in consultation with parents and health professionals. Information included in the Health care Plan would be:

- The child's condition
- Signs & symptoms of the condition
- Special requirements
- Medication and any side effects
- What to do in an emergency and who to contact
- How school can support the child and family

Parents must keep the school informed of their child's long term medical needs and any changes.

### Prescribed Medication

School staff are not legally, or contractually, required to give medicines to children and we discourage medicines in school. Whenever possible please arrange for your child to receive their medicine outside school hours. We recognise that there may be times when a prescribed medicine has to be administered in school and the office/headteacher should be advised, in writing, on the appropriate form. All medication must be in the original box clearly labelled with the child's name and doctors instructions re: dosage and timings. For medication prescribed by the doctor or dentist, which only require a 3 times per day administration, we would expect these doses to be given out of school hours. For medication prescribed by the doctor or dentist, which requires a 4 times per day administration the parents may visit the school during the day to administer the medication in person. If the parent is unable to come to school, this must be made clear when completing the relevant form. If your child is self-administering medication we will observe

the child rather than us administering it to them. This obviously depends on the age of the child and the nature of the medicine.

It is the parent's responsibility to hand all medication into the office and to collect it at the end of the school day.

A record of medicine administered will be maintained in the medical records.

***Whilst every endeavour will be made to administer medication according to instructions, in the event that this does not occur, school staff cannot be held responsible. For the administration of vital medication, parents are welcome to come into school to administer it to their child.***

## **Inhalers**

If your child requires an inhaler in school this should be handed into the office, upon completion of the appropriate form, in the original box and clearly labelled with the child's name and doctors instructions. All inhalers are stored in the staffroom. It is the child's responsibility to ask a member of staff when they require their inhaler. A record of inhaler being administered will be maintained in the medical records.

In the event that a child does not have an available inhaler the school holds an emergency salbutamol inhaler, however this can only be used by children, for whom written parental consent has been given and have been prescribed an inhaler for asthma or as reliever medication.

## **Non Prescribed Medication**

The school will not administer any non-prescribed medicine. Parents are welcome to come into school to administer these to their child.

## **Out of School Activities**

All medication and inhalers are taken on school trips and any off site activities.

## **First Aid Provisions**

- The headteacher is responsible for ensuring that there is an adequate number of staff trained in Paediatric First Aid and Emergency First Aid at Work and Schools. Their names are displayed in the school office and staffroom.

- A qualified first aider will go on any educational visit. Where there may only be one member of staff attending the visit or event i.e Sporting event run by West Lancashire Sports Partnership, there will always be a qualified first aider at the event.
- A portable first aid kit is taken on any off site visit
- The contents of the first aid kit is checked termly and supplies replenishes were necessary
- A 'bumped head letter' will be sent home to inform parents of any head injury

## **Emergency Procedures**

In an emergency a child's parents will be contacted immediately.

If a child requires hospital treatment an ambulance will be called and they will be accompanied by two members of staff if the parent does not arrive at school before the ambulance departs and the staff will stay with the child until their parent arrives.

## **Confidentiality**

All medical information is confidential and information will only be shared with the agreement of parents, however all members of staff will be made aware of any child's medical condition. If staff are concerned about any child's medical condition or needs, this will be discussed with the headteacher, parents and school nurse if applicable. The headteacher will arrange any appropriate training if necessary.

**Reviewed: December 2021**

**Next review date: December 24**