

**Live Together,
Learn Together,
Grow Together**



Management of Medicines in School

Ratified 26 January 2015

Stilton Church of England Primary School

Policy Statement

Management of medicines in school



General Medicines for Ad-Hoc Illnesses / Pain Management

Parents should not send children to school if they are unwell. Recommended exclusion timescales for common childhood illnesses can be obtained from the school office.

Non-prescribed medicines

The school will not be able to store or give medicines that have not been prescribed to a child (e.g. Calpol, Piriton or cough medicines). Please make arrangements to come into school if you wish to give your child these medicines.

Prescribed medicines

In line with other schools' policies, if medicines are prescribed up to 3 times a day, the expectation is that parents or carers will give these medicines outside of school hours.

If medicines are prescribed 4 times a day, the school strongly encourages parents or carers to make arrangements to come into school to administer these medicines themselves. Parents and carers will definitely be required to administer the first 24 hour dose of any new prescription, for example antibiotics. ***Please consider whether your child is well enough to be at school if they require medicine 4 times a day.***

If the school agrees to assist parents and carers to administer a medicine to their child, on a temporary basis, the medicine must be provided in its original container and must have been dispensed by a pharmacist and must have a label showing:

- Name of child.
- Name of medicine.
- Dose.
- Method of administration.
- Time/frequency of administration.

The instruction leaflet with prescribed medicines should show:

- Any side effects.
- Expiry date.

The school will provide blank medicines record forms, and parents/carers must complete and sign one of these forms if they leave medicine at school. (see attached)

Longer Term Needs and Management of Medical Conditions

Declaration of Health Conditions

Parents are asked if their child has any health conditions on the school's data form which is filled out on enrolment and reviewed every year.

Health Care Plans

Where a child has a long term medical need a written health care plan will be drawn up. This will include information on triggers, signs, symptoms, medication and other treatments. The special needs coordinator will ensure relevant staff have access to the information. (This will be kept in the medical file in a secured office.)

The healthcare plans are used to create a centralised register of pupils with medical needs which is the responsibility of the Special Needs Co-ordinator to monitor.

Storage of Long Term Medicines

All pupils with medical conditions know where their medicine is stored and staff have easy access to the emergency medication which is clearly labelled and routinely checked half termly to ensure it does not reach its expiry date.

Where appropriate, medicine is stored in a fridge which is kept in a locked cupboard in the school office, and adjustments made to provide dignity and privacy where needed in line with our Intimate Care Policy.

Staff will only administer medicine to the child identified in the Healthcare Plan.

Self-Management

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children using their own asthma reliever. Parents/carers must still complete a medicine record form, noting that the child will self-administer and sign the form. The school will store the medicine appropriately.

Refusing Medicine

When a child refuses medicine the parent or carer will be informed the same day.

Storage and Disposal of Medicine

The school will store medicine in a locked cabinet, or locked fridge, as necessary. Parents will be asked to collect unused or out of date medicines but where they have not been collected by parents arrangements for its safe disposal will be made by the special needs coordinator.

Further Information

For further medical advice contact the school nurse. See the medicines and illness policy.