



APPLETON CE (A) PRIMARY SCHOOL

Policy for Medicines in School

Introduction

All staff, governors, parent/carers and members of the Appleton CE (A) Primary School community will be made aware of and have access to this policy.

Establishment staff do not have a statutory duty to give medicines or medical treatment. However, medicines will be administered to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day, thus avoiding the need for medicine in school. Antibiotics, for example, are usually taken three times a day, so can be given with breakfast, on getting home from school and then bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. If school staff are to administer medicine, the parent must supply medicine in the original pharmacist's container to the School Office and must complete a "Request for School to administer medicine" form (appendix 1). On no account should a child come to school with medicine if he/she is unwell.

Non-Prescription Medicines

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration unless this has been agreed with parents and staff are willing to supervise. Parents must complete a self-administration form.

Sunscreen is not medicine and children are welcome to use this on sunny days to protect against sunburn.

Pupils with Long-Term or Complex Medical Needs

Parents or Carers should provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at School. Arrangements can then be made, between parents, Headteacher, School Nurse and other relevant health professionals to ensure that

the pupil's medical needs are managed well during their time at school. For pupils with significant needs, arrangements will be documented in a Health Care Plan.

Pupils taking their own Medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma and reference should be made to the school's Asthma Policy. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's Health Care Plan.

Staff Training

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epipens, insulin. Training in the administration of specific medicines is arranged via the School Nurse. Records are maintained of all training completed by staff.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, epipens etc) are kept in a store cupboard not accessible to children. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who to ask should they need it. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and epipens are either held by the pupil or kept in a clearly identified container in the Staff Room. Staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits. If it is deemed necessary, an inhaler/epipen is also kept in the child's classroom.

Medicines that require refrigeration are kept in the Staff Room fridge, clearly labelled in an airtight container.

Record Keeping

For legal reasons, records of all medicines administered are kept at the school until pupil reaches the age of 21. This includes medicines administered by staff during all educational visits.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the Office telephone in the School Office.

Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parent should ensure to complete a consent form (appendix 1) and to supply a sufficient supply of

medication in its pharmacist's container. Non-prescription medicines cannot be administered by staff and pupils must not carry them for self-administration. Hay Fever remedies etc should therefore be provided, if necessary, on prescription. Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School Staff will discuss any issues with parents and or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

Staff and Students with Medical Needs

Staff with medical needs are expected to ensure the school is aware of their needs and what to do in an emergency and that any necessary medication is kept in school as needed. It is vital that any medication is stored in a locked cupboard or in the School Office, where children do not have access.

February 2016

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The staff at Appleton CE (A) Primary School are under no obligation to administer non-essential medicines however, some staff may be willing to supervise self-administered medicines on a short term basis e.g. cough medicines or Calpol if the child has toothache.

I give permission for my child:

to self-administer the following medicine:

The expiry date on the medication is:

The amount they should self-administer is:

They should take this medication at (time):

Signed by Parent/Carer:

Print Name:

Date:

Staff Agreement

Name of Staff Member:

Signature:

Date: