

St Patrick's RC Primary School



Policy for Managing Medicines in School

Supported by DfES guidance 1448-2005DCL-EN Managing Medicines in Schools and Early Years Settings

Rationale

Children with long term medical needs have the same rights of admission to school as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as anti-biotic. Most children with long term medical needs attend school regularly and take part in all school activities. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

Aim

St Patrick's Mission Statement supports the inclusive nature of our school. This policy aims to

- ensure that all children with medical needs receive proper care and support so that they can attend school regularly.
- make clear the systems and procedures in respect of administering medicines to children in school

What medicines will the St Patrick's School administer?

St Patrick's School will only administer medication when it is deemed to be essential; that is where it is detrimental to a child's health if the medicine were not administered during the school day.

St Patrick's School can only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist.

Medicines can only be accepted in the original container as pres

St Patrick's School can not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. **School will not administer prescribed medicine in these circumstances.**

Staff should only give a non-prescribed medicine to a child when there is **specific prior written permission** from the parents. Where the head agrees to administer a non-prescribed medicine to relieve a headache or toothache it will be administered by the designated first aid staff that will also make a written record of the action taken and the reasons.

Parents are requested to provide full information about their child's medical needs, including details on medicines their child needs and provide details of any changes to the prescription or the support they require.

A record of children with specific medical needs will be maintained by designated first aid staff. Teaching staff will be provided with a list of children in their class who have specific medical needs and details of the support or medication required.

Mrs S Barrowclough and Mrs L Skotnicki are the staff with designated first aid status appointed to maintain medical records for pupils in St Patrick's School.

Procedures for Managing Prescription Medicines in School

Parents of pupils with long term medical needs are requested to have a second prescription that will remain in school throughout each term. This will be kept in the school office and only administered by staff with designated first aid status.

Mrs S Barrowclough and Mrs L Skotnicki are the staff with designated first aid status appointed to administer prescribed medicine in St Patrick's School.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary for staff accepting medication to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Parents of pupils with asthma requiring inhalers are requested to have a second prescription that will remain in school throughout each term. These inhalers will be kept safe by the teachers for easy access during lessons, break time and lunchtime.

Children in Upper Key Stage 2 (years 5 & 6) will be encouraged to carry their own inhalers when involved in sporting activities and off-site education activities where they might be required. Staff of younger children will be required to have inhalers available on these occasions.

All prescribed medicines will be sent home at the end of each term.

Procedures for Managing Prescription Medicines on School Trips and Outings

All children are encouraged to participate in off-site visits. Staff planning such visits must consider what reasonable adjustments they might make to enable children with medical needs participate fully and safely in such visits.

Risk assessments made for off-site visits must indicate what measures are being taken to ensure the safe storage and administration of any medication.

If staff are concerned about whether they can provide for the child's safety, to the safety of other children on a visit, they should seek parental views and medical advice from the child's G.P. (See LA & DfES guidance on planning educational visits.)

Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. It is the responsibility of the class teacher to differentiate the activities for all children to follow in ways appropriate to their own abilities. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.

Staff Training

A child's health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies.

Staff should not give medicines without appropriate training from health professionals. When staff agree to assist a child with medical needs, appropriate training will be arranged in collaboration with local health services.

Monitoring and Review

This policy will be monitored and reviewed in line with the timetable in the school improvement plan.