

Date of review: April 2021

Date of next review: April 2023

Responsible person: SENCO

Medications Policy

1. Introduction

Staff in schools do not have a statutory duty to give medicines or medical treatment. However, so that students needing regular medication throughout the day don't miss any schooling and to alleviate pain, staff will dispense medicines if certain conditions are met. Also, if there is an emergency, all staff have a common law duty to act for the health and safety of a child in their care by storing and dispensing of medicine but not administer and give medical treatment.

2. Prescription Medicines

In the majority of cases, doses can be administered by parents before and after school hours. Prescription medicine should only be brought to school when it is essential to administer it during school hours. In this case parents may either call into the school to administer the medicine or staff can store and dispense if the following conditions are observed:

- A '*Medicine Consent*' form (See Appendix A) must be filled in and provided to the school by parents or guardians.
- Another form must be submitted each time there is a change in the pattern or dosage of the medicine.
- The medicines must be in the original container and be clearly labelled with the name of the medicine, the child's name, the dosage and other relevant instructions.
- Parents are responsible for making sure the medicine is not out of date.
- The medicine must be handed to a designated person. Only that designated person can dispense the medicine to avoid the possibility of a double dose.

Asthma – See school Asthma Policy.

Antibiotics – When three doses a day are required, this can be fitted around the school day by parents. However, when four doses necessary, the designated person is permitted to give one of the doses, if the conditions detailed above are followed.

3. Non-prescription Medicines

Painkillers (e.g. Paracetamol)

Children may have an on-going condition whereby they intermittently suffer pain during the school day (e.g. migraine). Students are allowed to bring pain-killers to school for self-administration.

- If a student is in need of painkillers and they do not have their own, the student may attend the medical room, where parents will be called to ensure it is safe to dispense. This will be logged in the 'medication log.'

Travel sickness medicine - This may be given with parents or guardians written consent, provided it is in its original packaging with manufacturer's instructions included.

Sun block - Not a medicine and must be self-administered by the child after a member of staff has checked that the contents do not contain substances that the child may have an allergic reaction to, e.g. almond.

4. Particular Medical Needs

Parents of students with long term or complex medical needs must discuss the matter with the staff who mostly care for the child whilst at school, so that their needs are fully understood. For students with significant needs, a '*Health Care Plan*' records their requirements and how they will be cared for. This plan must be referred to if the student needs first aid. Should an ambulance have to be summoned for the student, the crew should be given the plan. (Guidance on chronic conditions is provided in '*Managing Medicines in Schools and Early Years Settings*'). The Health Care Plan must be signed and updated by parents.

5. Storage of Medicines

All medicines, apart from emergency medicines e.g. inhalers, epipens etc. are to be kept in a locked cupboard and stored in their original pharmacist's containers. Relevant students must be told where their medication is stored and which member of staff holds the key. When that person is away, a system must be in place and known by other staff for immediately accessing the key. When medicines need to be kept in the fridge, its location in the medical room is considered to be acceptably far enough removed from the student environment. The location of stored inhalers and epipens must be known and immediately accessible by all staff.

6. Residential Visits

A designated member of staff is to be identified for residential trips and they are responsible for the secure storage and administration of any medicines whilst away.

7. Record Keeping

When a child is given medicine at school, a record will be kept and will include: type of medicine, amount of dose, name of child, time and date it was given, the person giving it. For legal and medical reasons, records of all medicines (and medical procedures) given to a student are kept throughout their stay at the school.

8. Sickness Guidelines for Parents

- Fever – children should not be brought to school.
- Sickness / diarrhoea – children should stay away from school at least 24 hours after being without any further bouts of sickness or diarrhoea.
- Contagious skin infections – children should only return to school 24 hours after their last treatment.
- Infectious diseases – guidelines can be obtained from the GP.

Children should **not** be absent from school for the following ailments but seek medical advice where appropriate:

- Toothache
- Headache
- Athletes Foot
- Cold Sores
- Conjunctivitis
- Hand, Foot and Mouth
- Head Lice
- Period Pains
- Ringworm
- Sore Throat
- Tonsillitis
- Warts and Verrucae

Appendix

Medicine Consent Form

(Parental consent for school to administer medicine)

The school cannot give your child medicine unless you complete and sign this form, and give it to a designated member of staff.

Date:

Child's Name:

Class:

Name and strength of medicine:

Expiry date:

When to be given and any other instructions:

Number of tablets/quantity to be given:

Daytime phone no. of parent or adult contact:

Name and phone no. of GP:

Review date:

I give consent for school staff to administer the medicine described above to my child in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: _____ **Print Name:** _____

Notes:

- Medicines must be the original container as dispensed by the pharmacy.
- If more than one medicine is to be given, a form needs to be completed for each one.