



St Mary's Medicine Policy

Ratification:	March 2020
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Review date:	March 2021

Introduction

This policy has been formulated from local authority guidance by school staff in conjunction with the Headteacher and with approval by Governors. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

Aims of this Policy

1. To ensure the safe administration of medicines to children where necessary and to help to support attendance
2. To ensure the on-going care and support of children with long term medical needs via a health care plan
3. To explain the roles and responsibilities of school staff in relation to medicines
4. To clarify the roles and responsibilities of parents in relation to the children's attendance during and following illness
5. To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
6. To outline the safe procedure for managing medicines on school trips

Roles and Responsibilities

Headteacher

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this Policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Medicines Policy
- To ensure this Policy is reviewed annually

All Staff

- To follow the procedures outlined in this Policy using the appropriate forms
- To share medical information as necessary to ensure the safety of a child
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the first aid boxes stocked with supplies
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS' below

Parents/Carer's

- To give the school adequate information about their children's medical needs prior to the child starting school
- To follow the schools procedure for bringing medicines into school
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

School Attendance During/After Illness

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not return until clear of symptoms for 48 hours
- Children should not be sent to school with earache, toothache or other significant discomfort
- Children should not be sent to school with an undiagnosed rash, or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day, require the child to be absent from school

Safe Administration of Medicines at School

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school
- Parents to inform staff of the time the last dose was given so staff can safely administer the next dose within the times prescribed.
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession. The adult is required to complete a parental agreement form (see appendix) at the school office for the medicine to be administered by school staff
- The Headteacher must be informed of any controlled drugs required by children, e.g. equasym

- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers , Paracetamol can be dispensed in school with parental permission and guidance on dosage dependant on age. The bottle supplied must be unopened and named.
- Administration of medicines at school must be recorded in the Medicines Book by an appointed First Aider or a nominated member of SLT in the medicines file in the main office
- Parents may come to the school office to administer medicines if necessary
- Some children may self-administer medication, e.g. insulin, if this has been approved by parents when filling in the medicine form
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed

Storage of Medicines

- Antibiotics (including antibiotic eye drops) must be stored in the staff room fridge
- Tablets must be stored in the locked first aid box in the office
- Emergency Epipens are located in the school office. Individual Epipens are located within easy reach of the classroom (not in the classroom and out of reach of other children) with all staff members aware of location.
- Asthma inhalers should be stored in the child's classroom with the child's knowledge of how to access and labelled with their name and should be taken with the child during physical activities.
- Antihistamine eye drops for severe hay fever must be stored in the medicine cabinet in the main office
- No medicines may be kept in the classroom
- Parents are responsible for the safe return of expired medicines to a pharmacy

Medicines on School Trips

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Coordinator is responsible for designating a school First Aider for the trip
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant individual risk assessment must be taken on the trip

- The designated school first aider on the trip will administer any medicines required and record the details on the Medical Form
- The First Aider will return the form and any unused medicines to the First Aid room on return to school

Medical Needs Policy 2020 Covid-19 Addendum

Administering of Medication during COVID 19 restrictions

Our policy is that any medication that a child needs that can be administered at Home should be. If a pupil has prescribed medication that must be administered during the school day, we will request a parent to come to school and do it; these occasions are very rare.

If a child has an epi-pen or inhaler, these will be kept in the designated area in the classroom which they will be in and used in the normal way.

St Mary's Catholic Primary School - Parental Agreement for School to Administer Medicine

The school will not give your child medicine unless you complete and sign this form

Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
Name and phone no. of GP	
Name/type of medicine <i>(as described on the container)</i>	
Dosage and method	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	

I accept that this is a service that the school is not obliged to undertake.
I understand that I must notify the school of any changes to my child's medication in writing.

Date _____ Signature(s)

Please note: It is your responsibility to ensure that the school is kept informed about changes to your child's medicines, including how much they take and when. It is also your responsibility to provide the school with medication that is clearly labeled and in date.