

Giffards Primary School

School Medicines Policy

This policy was developed in conjunction with the Policy for Supporting Pupils with Special Medical Needs during the Summer Term 2014.

Agreed by Governors

September 2014, reviewed November 2016

Next Review Date

November 2018

Signed by Chair of Governors _____ Date _____

GIFFARDS PRIMARY SCHOOL

SCHOOL MEDICINES POLICY

It is the policy of the school to administer oral medicines during the school day, but this should be the exception rather than the rule. Parents are advised to request their General Practitioner to prescribe in a way, which avoids the need for medicines to be taken into school. If this is not possible the guidelines outlined below must be followed. Each request for medicine to be administered to a pupil in school will be considered on an individual basis. The school will only agree to administer prescribed medication, unless there are exceptional circumstances.

RESPONSIBILITIES

It is the responsibility of the Head Teacher to ensure that these guidelines are understood and adhered to by all parties. The term "parent" in these guidelines includes guardian/carer.

Any parent who wants their child to be given medicine during the school day must first go to the school office and complete a form entitled "Parental Agreement for school to administer medicine' This form will be kept by the member of staff administering the medicine.

Any medicine brought into school must be handed by the parent to the school office not by the child and collected by a parent/adult.

The medicine should be in its original container from the pharmacy and clearly labelled with:-

- child's name
- name of medicine
- how much to give (i.e. dose)
- when to be given
- any other instructions
- a current date

Parents must notify the school in writing of any changes in medication or if their instructions differ from those on the medicine container. Without the completion of the School Medicine Record form and the agreement of the Head Teacher, the school will not be responsible for the medication and will not be able to administer it. No medication will be administered to children that is not labelled with the child's name or out of date

CHILDREN WITH SPECIAL MEDICAL NEEDS

Should the school admit a child with special medical needs we will, in partnership with parents/carers, school nurses and our medical advisors discuss individual needs.

Where appropriate an individual alert card will be developed in partnership with the parents/carers, school nurse and / or medical advisors.

Any resulting training needs for staff will be met.

ON ADMISSION TO SCHOOL

All parents/ carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers,

name of family doctor, details of hospital Consultants, allergies, special dietary requirements etc.

ADMINISTRATION AND STORAGE OF MEDICINE

In Foundation Stage pupils ALL medication will be kept within the classroom in a safe but accessible high cupboard identified on the outside with a first aid sign.

For all KS1 and KS2 pupils - liquid or tablet form medicines will be kept in the medication cupboard in the lobby in KS1 or in the KS2 main office, depending what key stage the child is in.

If **2 doses** of specialist medication/epipen are provided, one will be kept in the classroom (safe yet accessible in a high cupboard denoted with a first aid symbol on the outside) and one in the main KS2 school office.

If 1 dose of specialist medication/epipen is provided it must be kept in the **main KS2** school office as this is the most accessible place for all staff.

A record of the administration of each dose will be kept on the "School Record of Medication" form which will be signed by the member of staff who administered the medication.

Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept a medication. "Wasted doses" (e.g. tablet dropped on floor) should also be recorded.

If medication needs to be replenished this should be done in person by the parent / carer.

Should the child be required or is able to administer their own medication e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the school nurse to check the child's technique before accepting full responsibility.

A regular termly check will be made of medication kept in school and parents will be asked to collect any medication which is out of date or not clearly labelled. If parents/ carers do not collect this medication it will be taken to the local pharmacy for disposal.

To be reviewed every 2 years, unless additional guidance sent through from DfE