



Medication Policy

Introduction

There is no legal duty on staff to administer or supervise a child taking medication. (Paragraph 6 Annex A, Managing Medicines in Schools and Early Years Settings DFES) At Biddick Primary School we aim to cater for the needs of all the children in our school. Children with specific medical needs are supported with the help of an individual health care plan, which outlines the child's needs and a specific procedure to follow, to ensure that they and others are not put at risk. These plans are drawn up with support and guidance from parents and health care professionals.

Responsibilities

Parents and Guardians

- To make sure that their child is well enough to attend school.
- To provide the head with sufficient information on their child's medical condition.
- To work with the head to reach an agreement on the school's role in meeting the medical needs of their child.
- To ensure that their child's medication is within its expiry date and to be responsible for disposing of out of date medication.

Head teacher

- To make sure parents are aware of School's policy and procedures.
- To ensure staff receive proper support and training.

Teachers and other School Staff

- Should understand the nature of the condition of the pupils with medical needs.
- Should be aware of the procedure to follow in an emergency.
- To be familiar with 'duty of care'. *Anyone caring for children, including teachers and other staff have a common law duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could extend to administering medicine and /or taking action in an emergency.* (Paragraph 7 Annex A, Managing Medicines in Schools and Early Years Settings DFES)
- When necessary staff training will be provided in school by the relevant health professional for children with specific medical needs. (For example, epilepsy, anaphylaxis, asthma and diabetes.)

School Staff Giving Medication (Named persons on individual health protocols)

- Should have proper training and guidance.
- Needs to be aware of the individual child's protocol.
- Should be aware of possible side effects and what to do.

Prescription medication

Where possible medication in prescribed doses should be given outside school hours. If it is essential for a child to be given prescribed medication during school hours, the child's parent/ carer must sign the medication form kept in School office, stating the pupil's name, the medication, dose and parents signature. The medication must be brought into school in the original container with the appropriate pharmacy label, by an appropriate adult. Medication must be collected from the office by an adult too. Medication will be administered by Mrs Denyer or in her absence by a nominated member of staff. Children who require asthma inhalers are encouraged to use their inhalers independently. Parents need to provide information on the dosage and regime, this information will be recorded in a Health Care Plan. Please refer to separate Asthma Policy.

The school cannot administer any medication to a child under 16, without their parents consent.

Non-prescribed Medication

Will not be administered within school by a member of school staff.

School Trips

If a child has a specific medical condition which requires the administration of medication, it is advisable that a parent or responsible adult named by the parent accompanies the child on the trip. As part of their risk assessment, teachers in charge of the trip will make sure that appropriate Health Care Plans, inhalers, epi-pens and or insulin are taken with them.

Access to Medication

The only medication kept within the classroom is asthma reliever inhalers (blue). These inhalers have to be kept within easy reach of the children who require them. They are named and some children will be responsible for carrying their own inhalers. (Please refer to Asthma Policy) All other medicines are kept in a secure place, which is not accessible to pupils. All medication, (including inhalers) should be clearly labelled with the child's name. An Epi-pen Emergency kit is kept in the School Office in a clearly labelled container for a child with a peanut Allergy. Epi-pen training for staff was ran by the school nurse.

Specific medication needs of individual children are recorded in their care plans.

PARENTAL INVOLVEMENT

Parents have completed health questionnaire and are asked to inform school of any changes in their child's medical needs. A PDF version of the Health questionnaire is available on the school website. Care Plans are written for any child who has specific medical needs, whether long or short term.

CONCLUSION:

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following:

Teaching and Learning Policy

Assessment

Responding to pupils' work / Feedback / Marking policy

Handwriting and Presentation Policy

Special Educational Needs Policy

ICT Policy

Equal Opportunities Policy

Health and Safety Policy

Member of staff responsible: Claire Denyer

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Date approved by the full Governing body:

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