

# Gilberdyke Primary School

## Medicine Policy

Autumn 2015

### Our School Vision:

Aspire  
Respect      Achieve  
Belong



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

### Aims

- To support individual children with medical needs to achieve regular attendance.
- To reduce cross-infection risk between children, to increase whole-school attendance.
- To ensure that medicines given at school are stored and administered safely.

To support these aims it is essential that Gilberdyke Primary School minimises the number of medicines the school stores and administers in school. Parents and carers are asked to support the school with this policy, which aims to protect all our children.

Please do not send children to school if they are unwell.

### Non-Prescribed Medicines

The school will not be able to store or give medicines that have not been prescribed to a child (eg, Calpol, Piriton or cough medicines). Please make arrangements to come into school if you wish to give your child these medicines, or arrange suitable times around the school day if possible.

### Prescribed Medicines

If medicines are prescribed up to 3 times a day, the expectation is that parents or carers will give these medicines outside of school hours.

If medicines are prescribed 4 times a day, the school strongly encourages parents or carers to make arrangements to come into school to administer these medicines themselves.

*Please consider whether your child is well enough to be in school if they require medicine 4 times a day.*

If the school agrees to assist parents and carers to administer a medicine to their child, on a temporary basis, the medicine must be provided in its original container, have been dispensed by a pharmacist and must have a label showing:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration

The instruction leaflet with prescribed medicines should show:

- Any side effects
- Expiry date

The school will provide blank medicine record forms, and parents/carers must complete and sign one of these forms if they leave medicine at school.

### **Longer Term Needs**

When a child has a long term medical need a written health care plan will be drawn up with the parents and health professionals. In this case, school staff will assist with medicines if this is part of the care plan.

### **Asthma Inhalers**

Parents/carers must still complete an Asthma form. Inhalers will be stored in the office or the Foundation Stage Staffroom depending on the age of the child. Children will be supported in administering their inhaler as needed. A record will be made of how frequently a child uses their inhaler.

### **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 Leader 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 any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required.
- The designated school First Aider on the trip will administer any medicines required and record the details in the School Medicines Administered Book on return to the school site.

Review; this policy will be reviewed bi-annually

Signed .....

Headteacher

Date .....