

MEDICINES IN SCHOOL POLICY

Rationale:

The school recognises the need for some medicines to be administered in school to enable children to access learning without unnecessary interruption.

We also acknowledge the need for all staff to be safe from fear of accusations of negligence concerning the administration of medicines.

We realise that it is imperative to store all medicines in school in a safe and appropriate manner.

Aims:

- ◆ For children to attend school without unnecessary breaks due to health/medical needs.
- ◆ For parents/carers to understand the importance of communicating a child's health needs to the school.
- ◆ For the children to be supported in their health care in the best way the school can.
- ◆ For staff to be safe from accusations/concerns relating to the administration of medicines.

Organisation:

Medical Conditions

Where a child has a recognised medical condition, e.g. epilepsy, a care plan would be drawn up (a parent/carer would be asked to fill in a medical condition information form and sign and date it.) This care plan should be kept on file in the school office. A copy of the care plan should be kept accessible for staff's information.

Parents/carers are asked to keep the school up to date with any changes which might occur in the child's medical condition/medication.

Antibiotics/Other Prescribed Medicines

Where a child needs to be given antibiotics or other prescribed medicines during the school day, the parent/carer should fill in a medicine form. The form is also used to record the actual administration of the medicine to the child, date-time-dosage, and is signed each time by the person administering the medicine.

Administration of Medicines in School

Any medicines in school are administered by either the headteacher or the deputy head. The only exception to this being children's self-administration of asthma inhalers and the administration of prescribed Epipens by any member of the school staff who has received the appropriate bi-annual training.

Storage of Medicines

Medicines are stored in the school office. The exceptions to this being:

- If the medicine needs to be refrigerated it should be stored in the fridge in the community kitchen in the Junior building.
- Asthma inhalers which are kept in the child's classroom or with the child.

Monitoring and Evaluation:

The effectiveness of this policy is monitored by the head and deputy in relation to the medicines/medical conditions dealt with and the success of the outcomes.

The overall success of the policy will be evaluated by staff through feedback from children, parents and the wider school community.

Initial date of policy: September 2001

Policy last reviewed: July 2018

It is the intention to review this policy annually.