

St. John the  
Baptist  
RC Primary  
School



# Medication Policy

St John the Baptist Roman Catholic Primary School Milton Lane Dartmouth TQ6 9HW Tel: 01803 832495		
Approved	11/03/16	L Hamilton
Renew	Spring 19	

## **Medication Policy**

1. The staff of *St John the Baptist RC School* wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The academy's insurance will cover liability relating to the administration of medication.
3. *The head teacher* will be responsible for ensuring the following:
  - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support)
  - Procedures to be followed when a student moves to the academy mid-term or when a student has a new diagnosis
4. The above procedures will be monitored and reviewed by the head teacher.
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between St John the Baptist RC School, healthcare professionals and parents so that the steps needed to help a student manage

their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
  - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
  - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
  - d) Cover arrangements and who in the academy needs to be aware of the student's condition and the support required including supply staff
  - e) Arrangements for written permission from parents for medication
  - f) Arrangements or procedures for school trips or other academy activities outside the normal timetable; completion of risk assessments for visits and academy activities outside the normal timetable
  - g) The designated individuals to be entrusted with the above information
  - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. The head teacher will have the final decision on whether an Individual Health Care Plan is required.

### **Students with asthma and the use of an Emergency Inhaler/spacer**

7. First Aiders have decided to hold an emergency inhaler and spacer for the treatment of an asthma attack. Inhalers are kept in the school office.
8. First Aiders will be responsible for ensuring the following:
  - Instructing all staff on the symptoms of an asthma attack
  - Instructing all staff on the existence of this policy
  - Instructing all staff on how to check the asthma register
  - Instructing all staff on how to access the inhaler
  - Making all staff aware of who are the designated staff and how to access their help
9. First Aiders will be responsible for ensuring that designated staff:
  - Recognise the signs of an asthma attack and when emergency action is necessary
  - Know how to administer inhalers through a spacer
  - Make appropriate records of attacks

10. *First Aiders* will be responsible for the storage, care and disposal of asthma medication.
11. *First Aiders* will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.
12. *First Aiders* will be responsible for the supervision of administration of medication and for maintaining the asthma register.
13. *First Aiders* will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

### **THE ADMINISTRATION OF MEDICINE**

14. The head teacher will accept responsibility in principle for members of academy staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
15. Any parent/carer requesting the administration of medication will be shown a copy of this policy.
  - Prescribed medication will be accepted and administered in the establishment
16. Non-prescription medication will not be accepted and administered in any circumstances
17. Prior written parental consent is required before any medication can be administered.
18. Only reasonable quantities of medication will be accepted (no more than one week's supply).
19. Each item of medication should be delivered in its original dispensed container and handed directly to a trained First Aider.
20. Each item of medication should be clearly labelled with the following information:
  - Student's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)

21. The academy will not accept items of medication which are in unlabelled containers or not in their original container.
22. Unless otherwise indicated, all medication to be administered in the academy will be kept in a locked drawer in the staffroom.
23. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision.
24. It is the responsibility of parents/carers to notify the academy if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
25. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school nurse.
26. The academy will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

**Liz Hamilton Spring 2016**