

# LANDYWOOD PRIMARY SCHOOL



## **Medicine Policy**

**April 2016**

### Background Information:

There is no legal duty that requires school staff to administer medicines. Parents should keep children at home when they are acutely unwell. However, we will give all correctly labelled medicine to your child with a completed medical form if there is a requirement for it to be administered four times or more per day.

Medicine should only be brought to school by the parents where it would be detrimental to a child's health if it were not administered during the school day. Medicine that must be given three times per day can be given before school, after school and before bedtime and therefore should not be brought into school.

### Prescription Medicines

Prescription medicines are to be given in line with this policy.

Aspirin or Ibuprofen will NOT be administered unless prescribed by a doctor.

Parents are welcome to come into school and give their child/ren medicine if they wish.

### Parental Responsibilities:

- Parents must notify the school at once regarding any medical concerns about their child/ren.
- Liquid medicines/tablets must not be administered by the child.
- Asthmatic children must have a school based inhaler which remains in school at all times.
- For medicines to be administered in school, they must be properly labelled with the name of the child, the required dose and the appropriate time at which to administer the medication.
- Medicines are not accepted out of the container in which they were originally dispensed and must include the prescriber's instructions.

### Administration staff responsibilities:

- All medicines will be kept either in the 'red grab bags' based in each classroom or in the Leadership Room (see section on 'storage of medicines') and will be administered by a member of the office team or leadership team.
- Medication needed in an emergency as identified on the Care Plan will be administered. There is also discretion in the administration of non-prescribed medicines in particular circumstances, for example travel tablets or if a child has a broken arm and needs Calpol for pain relief.
- Medicines required to be taken when a child is on a school trip or residential will be administered by delegated staff in accordance with the written prescribed instructions and in accordance with the appropriate forms completed.
- At school when a child is given medicine he/she will first be asked his/her name and the adult will check the name against the name on the medicine, even if the member of staff knows the child well. The appropriate forms for the child, signed by the parent must be checked for the time of the medicine is required for the dosage. Staff will check records to ensure that another member of staff has not already administered the dose.

- On a Residential visit medication will not be administered without parents' consent. All medication should be put in a bag labelled with the child's name. A signed, completed form will also be required from parents. If during the visit a child becomes ill, parents will be informed and their consent obtained to administer agreed medicines to make the child comfortable, for example Calpol.
- If the administration of prescription medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional.

Long Term or Complex Medical Need:

A discussion will take place with parents /guardian and the Specialist Nurse regarding long term complex medical needs.

Storage of Medicines:

Medication is usually stored in the classroom in a red medical bag or in the Leadership Office if it requires being stored in a refrigerator. Specific medications for children with complex medical needs will be stored on a shelf in the classroom.

Emergency Procedures:

An ambulance will be called in all emergency situations. A child will not be taken to hospital in a staff car except in exceptional circumstances. In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Disposal of Medicines:

Medicines on the school premises will be returned to the parents. Regular checks are completed to ensure that medication is not out of date (a letter is sent home with the child to inform parents).

Pupils attending a residential will have their medication returned to them at the end of the stay.

It is the responsibility of the parents to inform their doctor to receive medication in advance.

**Signed :** \_\_\_\_\_ **Date :** \_\_\_\_\_  
**(Chair of Governors)**