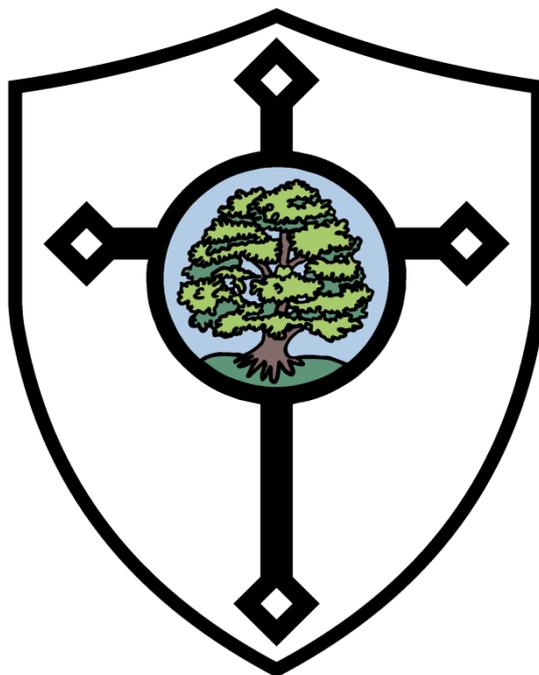


The New Forest C of E (VA) Primary School

at Landford, Nomansland & Hamptworth



Medication Policy

Adopted: March 2014

Last reviewed/approved: May 2016

Review: three-yearly

Status: non-statutory

Medication Policy

The New Forest Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. We have adopted the 'Fruits of the Spirit' (Galatians 5:22) as our school values and expect these to be demonstrated by everyone in our school in accordance with our mission statement *'Growing and Learning Together through Christian Values'*.

1. Aim

The purpose of this policy is to clarify the circumstances in which the school will administer medicines to children in school. This policy has been written in accordance to the Department of Health Guidance document; 'Managing Medicines in Schools and Early Years Settings' (March 2005) and the Wiltshire Health & Safety Manual for Schools (January 2012). A copy is kept with this policy in the medicines file and should be referred to for further details on specific matters.

2. Medicines in school

Parents should generally not send children to school if they are not well enough to take part in usual activities. This guideline does not affect those children who take long-term medication such as those with asthma.

The school staff will not administer non-prescription medication to children except under extreme exceptional circumstances and with written parental consent. The school will only administer prescription medication when it is deemed essential to be taken within the school day. The only possible exception to this rule is for non-prescription medicines such as hay-fever medication to be taken while on a residential (parents will be advised to get the treatment on prescription from a doctor if at all possible).

3. Prescribed medication

Prescribed medicine will be administered within school when necessary. If a child is to take medicine three times a day, it is suggested that they take the medicine; before school, after school and before bed. If the medication is required more frequently it will be administered within school.

Any medication that does require administration during the school day should be provided in the original packaging displaying the prescription details. Parents **MUST** complete a medication form (Form: M1 - available from our website) giving full details of the medication and its administration.

Prescribed medication will be administered by teachers, teaching assistants or admin staff in accordance with the signed consent form (Form: M1). Staff will record the administration of medication on a record of medication form (Form: M2). The member of staff administering the medication will be witnessed by another member of school staff.

4. Managing medicines on educational visits

The school encourages all children with medical needs to participate in safely managed visits. We will make any reasonable adjustments necessary to enable children with medical needs to participate fully and safely on visits. We will include specific risk assessments for specific children going on a visit where necessary.

Sometimes additional safety measures may be needed for an educational visit. Where necessary an additional supervisor, parent or volunteer might be needed to accompany a particular child.

Any necessary medication should be taken on the visit and kept by the person in charge of the visit. This may include Epi-pens (unless the child is used to carrying it themselves), asthma inhalers (unless self-managed by older children), diabetic management equipment and any other prescribed medication.

On a rare occasion non-prescribed medication may need to be taken on a residential visit. This should be avoided wherever possible and parents are to be advised to get any medication required to be prescribed by a doctor.

If any member of staff is concerned about the provision for a child's safety on an educational visit, they should seek advice. This may include speaking to the parent and seeking advice from the child's GP or the school health service.

5. Sporting activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. There will be flexibility for all children to follow activities in ways appropriate to their ability.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. All necessary medication will be taken to the sports field or any other sporting venue.

Specific risk assessments may be made for particular children if deemed necessary.

6. Children carrying and taking their medicines themselves

A child who regularly carries an Epi-pen may be allowed to carry it themselves when on school visits, if agreed by both the school and parents.

Asthma inhalers and spacers are kept in a central location (school office) or if necessary in the child's classroom. They should be accessible and not locked away. Some children may be allowed to self-administer their asthma inhalers upon the agreement of the parents.

Children with diabetes will be subject to a specific care plan to manage their blood sugar levels appropriately.

The school does need to be informed of all long-term medication that children may be taking.

7. Record keeping

Parents will be asked to complete the Medical Form (M1) to give permission for the school to administer medication. Any medication administered by the school will be recorded on the Recording Sheet (M2). All records will be kept in a central file held in the school office.

8. Safe storage of medicines

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for a particular child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. For this reason, medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

Children should know where their own medicines are stored and who holds the key. The Head Teacher is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.

Other non-emergency medicines should generally be kept in a secure place not accessible to children. Criteria under the national standards for under 8s day care require medicines to be stored in their original containers, clearly labelled and inaccessible to children.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. They are only stored in our kitchen fridge. Children are not allowed any unsupervised access to this fridge.

Parents are responsible for ensuring that any long-term medication kept in school is kept in date.

First aid kits are updated by the Head Teacher.

9. Access to medication

Children need to have immediate access to their medicines when required. They will be stored in the school office apart from refrigerated medication. All medication will be locked securely in a clearly marked cupboard.

10. Staff training in dealing with medicines

The majority of school staff are fully trained first aiders.

Staff members responsible for supporting children with diabetes will always be trained by the appropriate healthcare professionals.

11. Sun safety

Please refer to our Health and Safety Policy for further details.

12. Specific children

The details of all children with specific medical needs are kept centrally. A list of these children is kept in the first aid cupboard and all first aid kits. There are photographs of children requiring specific support on display in the relevant site staffroom, e.g. those with diabetes or severe allergies

13. Monitoring and review

This policy will be reviewed every three years or earlier if necessary.

Related policies:

- Child Protection Policy
- First Aid Policy
- Health and Safety Policy