

**ST MARY'S CATHOLIC PRIMARY SCHOOL
MEDICINES POLICY**

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OWNER	F&R Committee

Introduction

The Governing Board recognises that there will always be occasions when children attending the School will need to take medicines, but recommends that as little medicine as possible is taken into school.

Most medicines which are to be taken at regular intervals can be taken before and after school hours. Parents are advised to ask their Doctor or Pharmacist for advice.

Staff are unable to administer medicine unless agreed in a formal Care Plan or an Administration of Medicines or Treatment Form of Consent has been completed. An example of Form 1 is attached.

School's Responsibility

- The Headteacher will ensure that any Care Plan in place nominates a named person to be responsible for the administration of any medicine in School, together with a nominated deputy. A copy of the Care Plan will be given to the class teacher and another kept with the child's medical records in the School Office.
- A list of children in the school with medical needs is kept at the front of each register. Staff should ensure that supply teachers are aware of this.
- A child with a Care Plan who is taking part in a one-day school trip will have their medication administered during the trip at the usual time by the teacher leading the trip. The teacher will be responsible for transporting the medication safely during the day. Class Teachers of Children in Reception and Key Stage 1 with inhalers for asthma should give their inhaler and dosage details to the adult leading their group, so that it is immediately available for use if required. Key Stage 2 children are encouraged to be responsible for their own inhalers and carry them themselves. On a longer residential visit, medical forms will be completed in advance by parents, and the teacher leading the visit will ensure that the medication is transported safely and administered correctly.
- Care Plans will be updated annually or as required by School Office and the parent. The Headteacher and class teacher will be informed of the plan and any changes.
- If there is any concern whatsoever about a child's condition at School, a designated First Aider will be asked to assess the situation (a list of current First Aiders is posted on the First Aid cupboard door). On their advice, parents will be contacted and asked to come to school to assume responsibility for their child. If the First Aider remains concerned about a child's injury or condition, then an ambulance will be called for immediately and their parents also notified straightaway so that they can meet the child and accompanying adult at the hospital. The Headteacher (or Assistant Headteacher) should be notified of any child needing to be sent home prior to the parents being called, wherever possible.
- Any illness (adult or pupil) is to be reported to the Headteacher or Assistant Headteacher. The Headteacher or Deputy is to ensure that the Chair of Governors is informed of all illnesses of a serious nature.

- The member of staff administering the medicine and the witness will complete and sign the Record of Prescribed Medicines Given to a Child in School Form 2. An example is attached.

Parental Responsibility

The term “parents” in these guidelines includes carers, guardians and responsible adults in loco parentis.

- Parents have the prime responsibility for their child’s health and should provide schools with information about their child’s medical conditions.
- The Care Plan provided by Wiltshire NHS is used in school to provide all details of the medication involved. This plan will be completed with the school nurse and is signed by the nurse, parent/s and Headteacher. The Care Plan informs parents clearly that administering medication **“is a service which the school is not obliged to undertake.”**
- Any change to the dosage required **MUST** be given in writing. This notification will be attached to the Care Plan. All medicines should be clearly marked with the child’s name and date if it is a replacement medication.
- Parents of any child requiring short term medicine in school, antibiotics for example, are responsible for completing a consent Form 1. An example is attached.
- Medicines must be clearly labelled with the child’s name, dosage and time the medicine needs to be given.

Storage of Medicines

Medicines needed by a Care Plan, or those named on a consent form, are to be kept securely when not in use in the designated room in the School Office. However, medicines required in an emergency - such as asthma inhalers - should be readily accessible and are kept securely in the classroom. EpiPens should also be readily accessible and are kept in the places specified in each individual Childs care plan.

Asthma

Parents should ensure that children with asthma keep a spare inhaler in School. A form must be completed which specifies dosage; this will be kept with the inhaler securely in the classroom. Children should be responsible for their own inhalers and are encouraged to use them as independently as possible.

The procedures taken to ensure the safety of asthmatic children at the School are as follows:

- The child should have immediate access to medicine to either prevent or counter the attack.
- The child should have access to a suitable area which is quiet, and supervised and be reassured throughout the attack.
- If the child fails to recover after receiving medication, immediate help should be sought.
- Parents will be contacted immediately if a child has an asthma attack in School.

Administration Record

- The label on the medicine container should be checked against the School Medicine Record completed by the parent. Any discrepancy should be queried with the parent before administering a medicine. A parent should confirm their intentions in writing if their instructions differ from those on the medicine container.

- The RIGHT medicine (marked and kept securely with the child's name on it), in the RIGHT dose (either sent in already measured by the parent, or clearly shown on the label), should be given at the RIGHT time (shown on the Care Plan or consent form and known to the medication administrator and Headteacher), to the RIGHT pupil (collected by the administrator, after having asked the child their name).
- A record should be kept of doses given, signed by the adult supervising or administering the dose and countersigned by Headteacher or School Business Manager.
- If the parent wishes the Care Plan to stop at any time the School will require written confirmation from the parents.

Disposal

Medicines no longer required must not be allowed to accumulate. In the first instance, they are to be returned to the parent in person for disposal. As a last resort, the School Business Manager should return any unwanted medicines to a pharmacist for safe disposal.

ADMINISTRATION OF MEDICINES OR TREATMENT

MEDICAL IN CONFIDENCE

FORM OF CONSENT (Form 1)

Child's Name: _____ Class: _____

Address: _____

Date of Birth: _____ M/F: _____

Home Tel No: _____ Work Tel No: _____

GP's Practice: _____
GP's Tel No: _____

Condition/Illness: _____

I hereby request that members of staff administer the following medicines prescribed for my child by his/her GP/Specialist as directed below. I understand that I must deliver the medicine personally to the school and accept that this is a service which the school is not obliged to undertake.

Signed:

Date:

Name of Medicine	Dose	Frequency/Times	Date of Completion of Course (if known)
A			
B			
C			
D			
E			
Special Instructions/Precautions/Side Effects:			
Allergies:			
Other prescribed medicines child takes at home:			

ADMINISTRATION OF MEDICINES OR TREATMENT

MEDICAL IN CONFIDENCE



RECORD OF PRESCRIBED MEDICINES GIVEN TO CHILD IN SCHOOL (Form 2)

Child's Name: _____ Date of Birth: _____

Class: _____

Date	Time	Name of Medicine Given	Dose	Any Reactions	Signature	Signature of staff witnessing invasive treatment