

Bugthorpe CE Primary School

Draft Management of Medicines Policy

Work hard. Have fun. Make a difference

Rationale

This policy provides a sound basis for ensuring that children with medical needs receive proper care and support in school to enable regular attendance. It has been agreed by the school's Governing Body and staff and will be available for parents and carers on the school's website bugthorpeprimary.org.uk and will be reviewed every two years, or earlier to reflect any changes in legislation.

The Managing Medicines Policy

The policy covers the following areas.

- Procedures for managing prescribed medicines which need to be taken during the school day.
- Procedures for managing medicines on educational visits or other times when pupils are away from the school site.
- Roles and responsibilities;
- Responsibilities of parents/carers in respect of their child's needs.
- The need for written agreement from parents/carers for any prescribed medicines.
- How the school assists children with long-term or complex medical needs.
- How the school support children carrying, and taking, their own medication where appropriate.
- Staff training
- Record-keeping.
- Safe storage of medicines.
- Emergency procedures.
- Risk assessment and management.

Prescribed Medicines

Medicines should only be taken in school when essential. ie Where it would be detrimental to a child's health not to do so.

The school will only administer medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines must always be provided in their original containers and include the prescriber's instructions for administration.

Any change in a prescription must be introduced by the parent/carer, and supported by new directions on the package or a letter from a medical professional.

It is the responsibility of the parent/carer to ensure that all medicines are in-date and, in the case of long-term medication, that there is sufficient medicine for the child's needs.

The school will not accept medicines that have been taken out of the original container or make changes to dosages on parental instruction only. This is to safeguard the child and ensure that the school's staff know exactly what they are giving.

Non-prescription/Over-the-Counter Medicines

These include painkillers, hay-fever treatments, sun creams, creams/lotions for skin irritations and are only administered in exceptional circumstances. They are treated in the same way as prescribed medicines. Parents/Carers must clearly label the container with the child's name, required dose and time for administration. A Consent Form must also be signed.

The school will not administer herbal remedies or other preparations.

Storage and administration of Paracetamol Oral Suspension

- Only the required dose for **one day** may be brought to school in a **sealed envelope** clearly marked with the pupils' name, class and date.
- This must be provided in **sachets** to ensure that pupils receive the correct dosage as directed by parents/carers.

Storage of medicines

All medicines must be brought to school in a **sealed or tied plastic bag which also contains the signed consent to administer** note. They will be stored securely and out of sight in the School Office under the care of the School Business Manager and Admin Assistant. Medicines that need to be refrigerated will be stored in the fridge in the staffroom.

Medicines must be accompanied either by a Consent Form which can be completed by parents/carers on arrival at the School Office with the medicine, or

In the case of pupils arriving by bus, the signed consent must be placed in the bag with the medicine and the medicine handed in at the School Office on arrival.

Please do not contact the school by email in case we do not receive it. Always telephone.

Administering medicine

Medicines will be given as near as possible to the time stated and the office staff will collect children from their classrooms or the playground.

Only named staff may give medicines. At this school, these will be Mrs Sunderland, Mrs N Collier, School Business Manager, the Teacher-in Charge and the Head teacher. It is highly-recommended that a second adult is present.

If there are any concerns about the child's condition, parents/carers will be contacted for advice before the medicine is given.

Record-keeping

All occasions when medicine is given are recorded with name, date, class, type of medicine, the condition of the child before administering the dose, dosage given. Each entry will be signed by the member of staff giving the medicine.

Refusal of medicines

If a child refuses to take medicine, we will not force him/her to do so. The refusal will be recorded and parents/carers contacted.

Asthma medication

Inhalers

The school must be informed if a child has to use an inhaler to control his/her asthma.

Key Stage 1

The Admin Officer will keep the inhalers in a safe place and oversee their use if needed.

Key Stage 2

Pupils may keep their own inhalers and use them when needed under the supervision of a teacher or teaching assistant. If parents/carers wish, pupils in Key Stage 2 may keep their inhalers with them, but a note must be sent to advise the school of this.

Asthma Policy

Pupils who suffer from asthma will be recorded on an Asthma Register.

Any pupil who uses an inhaler should have it with him/her in school at all times. The class teacher is responsible for ensuring that pupils have their inhalers with them before leaving on educational visits or to go swimming.

Parents/Carers are responsible for ensuring that their child's inhaler is in-date.

In an emergency where a registered pupil does not have an inhaler in school, another child's inhaler may be used before contacting parents/carers.