



Managing Medication Policy

To be read in conjunction with

- ✓ Supporting pupils with medical conditions

Lambton Primary School endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their school life is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their own medication, we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to our school as other children and cannot be excluded from school on medical grounds alone.

Aims

Lambton Primary School aims to:

- Assist parents in providing medical care for their children
- Educate staff and pupils in respect of special needs
- Ensure that up to date national or LA policies are followed in relation to medication in schools
- Arrange training for staff who volunteer to support individual pupils with special medical needs
- Liaise as necessary with medical services in support of the pupil
- Ensure that pupils with special educational needs are enabled to access the full life of the school where possible
- Maintain appropriate records

Entitlement

Lambton Primary School accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

We believe that pupils with medical needs should be enabled to achieve full attendance and receive the necessary care and support.

We accept that all employees have rights in relation to supporting pupils with medical needs in relation to:

- Choosing whether or not to become involved
- Receiving appropriate training
- Working to clear guidelines
- Having concerns about legal liability
- Bringing any concerns they have about supporting pupils with medical needs to the management

Expectations

We do not expect parents to ask staff to administer medication unless it is absolutely essential that the child receives this medication during school hours.

Where parents have asked the school to administer medicines, we expect the medication to be prescribed by a doctor and the child's name, dosage regime and prescribing pharmacist name and contact details should be typed or printed clearly on a pharmacy label. Any medications not presented properly **will not** be accepted by school staff.

We will deal with each request to administer medication or offer other support to a pupil with a special medical need separately.

We will liaise with the school health service for advice and information about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

Practice

When a parent or carer requests that we administer medication in school we will:

- Ask the parents to bring the medicine into school via the main entrance. Medicines **should never** be left in a child's bag or brought into school by a child, as it could pose a risk to other children.

- Contact either **Carole Wallbank Debbie Dyson or Nicola McGill** (named staff members who have attended Administering Medicines training) who will then decide whether or not they are prepared to administer the medication. Their decision will be based upon :
 - If the medicine is provided in the original container as dispensed by the pharmacist
 - If the pharmacy label clearly states the child's name, dosage regime and pharmacy details
 - If the medicine is in date and has an expiry date on it.
 - If the medication is needed to be administered 4 times a day
 - If the medication is a response treatment (e.g.inhaler/epipen, etc)
- Complete a care plan with the identified member of staff and the child's parents/carer.
- Store the medicine securely, with the record of administration, within the medicine cabinet or locked fridge (which can be found in the first aid room). The exception to this would be response treatment.
- The medication will usually only be accessed by the member of staff that completed the care plan. In the event that this member of staff is not in school, then the next designated person will administer the medicine.
- Each time the medication is administered, it will be recorded in the child's individual medication record.
- Where possible, the giving of medicine will be witnessed.
- If needed, we will undertake a risk assessment for the particular medication (a general medication risk assessment is available).
- At the end of the school day/week/term (whichever is most appropriate) we will ensure that any leftover medication is handed back to the parent by the identified person.
- Whenever a medicine reaches it's expiry date, it will be returned to the parents for disposal and they will be advised to provide further medication.
- If the parent/carer does not come to school to collect the medication it will be destroyed using approved methods and this will be recorded in the medical register.
- When the pupil comes to the end of their course of treatment, the care plan will be marked 'treatment completed' but will be retained on the pupil's school record should it be needed for future reference.
- The school will also keep the medication record in the school's secure archives so that any future queries can be resolved.
- Any medication that requires specific training will only be accepted once a member of staff has received the appropriate training from a professional.

All care plans are completely confidential and are not to be viewed by anyone other than the nominated person and the head teacher unless written consent has been received from the parent for the school to share this information with relevant people.

Reviewed by team; SENDco, SEN assistant in charge of medical conditions, Head teacher, SEN Governor: Sarah Smith

Ratified by Governors 24.1.19

next review Spring 2019

