

West Malling CE Primary School and The McGinty Speech and Language SRP

Policy for Administration of Medicines in school

Adoption Arrangements and Date

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

This is a Level 2 Policy against the Trust Governance Plan.

Review Body:	Headteacher
Approved:	October 2023
Next review:	October 2026
Review Period:	3 years

It has taken account of guidelines and procedures recommended by the Local Authority and the NHS.

Introduction

The school recognises its general duty of care towards pupils, however the administration of medicines remains the responsibility of parents/carers.

The school aims to support children with long term medical conditions and those with short term illnesses that may require medication during school time, however we strongly urge parents to administer medicines at home. Time-release medication can be requested from GPs to facilitate this.

In general terms, if your child has to be administered medication 4 or more times a day, we are then happy to administer one dose or more. If the dose is three times or less a day, we suggest, for example, a dose before school, a dose after school and a dose at bedtime.

If your child is unwell at school, you will be contacted and asked to collect them.

The following guidelines give information about school policy and procedures should a child need medication during school hours.

Procedures for medicines in school

1. Written agreement/forms – Written permission and clear instructions are required for all medicines. A form is available at the school office.
2. Storage of medicines – medicines are kept in the staff room and a locked 'medicine safe' is available for use where appropriate. Medicines which require storage at a particular temperature/refrigerated can be administered in school and will be stored in a specific medicine fridge.
3. Asthma – inhalers are kept in classrooms for all pupils. All pumps and refills must be named and pupils must only use their own pump and medication. A medical form must be completed by parents.
4. Regular and short term prescription medicines, prescribed by a doctor must be handed in at the school office in a named original medicine container. Please make your child aware that they need medicine and at what time so that they can help to remind staff if necessary.
5. Emergency medicines, such as Epi-pens, are kept in the immediate vicinity of the child and require a medicine form to be completed.
6. Over the counter medicines are generally not encouraged and should be administered at home. Where an over the counter medicine is necessary e.g. travel sickness pills, short term pain killer for toothache etc. the procedures outlined above for other medicines must be followed.
7. Long term medical needs – where a child has a long term/more serious medical need, such as diabetes, an individual written Care Plan will be agreed and completed with parents/carers and, where appropriate, medical professionals. Care Plans are reviewed with parents/medical professionals regularly, according to individual need.
8. Offsite trips and outings – a medicine form must be completed for all medicines.

9. Parents administering medicines during school time – parents are always welcome, by prior arrangement with the school office, to come to school to administer medicines and cream for their own child during the school day.

Roles and responsibilities of staff managing/supervising medicines

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency according to any care plans in place.

Advice and guidance will be sought where appropriate from medical professionals.

Under no circumstances should a child bring any medicines including throat lozenges and mouth gels to school without following the school medicines procedures. These could cause a serious hazard to the child or other children if found and swallowed.