

# LEAS PARK JUNIOR SCHOOL

## MEDICINES IN SCHOOL POLICY

NOVEMBER 2018

### **Introduction**

Parents have the prime responsibility for ensuring their child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to school.

### **Staff Duties**

All staff, governors, parents/carers and members of Leas Park Junior School community will be made aware of and have access to this policy. School staff have no legal obligation to administer medicine to pupils nor supervise them while they take medicine, unless contracted to do so. Staff may volunteer in the administration of medicine but must be given appropriate training and guidance. As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

### **Process for the Administration of Medicines in School- short term medical needs.**

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health if the medicine were not taken during the school day). In the vast majority of cases, doses of medicine can be arranged around the school day, thus avoiding the need for medicine in school. Antibiotics, for example, are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents will be invited into school to administer the medicine to their child themselves. However, where this is not possible, they may request that a member of school staff administers the medicine. If school staff are to administer medicine, the parent must supply the medicine in the original pharmacist's container to the school office or class teacher and must complete a 'Request for school to administer medicine' form (Appendix 1). On no account should a child bring medicine in to school themselves.

The school will only accept:

- Medicines prescribed by a medical practitioner
- Medicines that need to be administered in excess of 3 times per day and it is not possible for the parent/carer to come into school to administer the medicine.
- Medicines in their original container with clear labelling, identifying the child by name and with original instructions for administration.

### **Storage**

The medicine will only be accessed by named adults, or with the permission of the Headteacher. Medicines will be stored in the fridge in the office.

Emergency medicines such as inhalers and epipens are either held by the pupil or kept in a clearly identified container in the child's classroom. Staff ensure that emergency medication

is available to hand during outside PE lessons and that it is taken on educational visits. When administering, the named adult must complete a record (Appendix 2) showing the date and time and details/dosage of the medication (inhalers do not need recording as these are self administered). If a child refuses to take their medication, parents/carers will be informed immediately.

### **Non-prescription Medicines**

Non-prescription medicines including paracetamol/calpol or other painkillers may be administered at school. Cough or throat sweets are permitted. Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form (Appendix 1). Sunscreen is not a medicine and children are welcome to use this on sunny day to protect against sunburn (self-administered).

### **Process for the Administration of Medicines in School- long term or complex medical needs**

Where a child has long term medical needs, parents or carers should provide the Headteacher and/or SENCO with sufficient information about their child's medical condition and treatment or special care needed at school. In such cases an Individual Healthcare Plan will be written with representatives from the Health profession. The parent will need to supply the necessary medication and ensure the school is aware of any changes to the prescription. We will only administer medication described in a care plan when staff have been properly trained by a health professional.

### **Pupils taking their own medication**

For certain long-term medical conditions, it is important for children to learn how to self administer their medication. The most common condition where this applies is asthma. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan.

### **Who by and when will medicines be administered?**

Class teachers can administer medicines under the guidance of this policy. Medicines will only be administered at playtimes or lunchtimes as this is considered a reasonable time for the safe administration to take place. Should the class teacher be unavailable another member of staff will administer the medicine. The correct form must be completed.

### **Bringing and Collecting Medicines**

The parent/carer is responsible for the bringing and collecting of medicines. If the child attends a Before/After school club it is the parent's responsibility to ensure arrangements for any necessary transfer to take place. Parents will be recommended to ask for multiple prescriptions to aid this situation.

### **Disposal of medicines**

School staff must not dispose of medicines. Parents should be asked to collect medicines held at school at the end of each day/week/term. Parents are responsible for the disposal of date-expired medicines.

### **Hygiene/Infection Control**

All staff should follow basic hygiene procedures. Staff must have access to disposable gloves and take care when dealing with spillages of blood or other bodily fluids and disposing of dressings or equipment.

### **Emergency Procedures**

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the office telephone in the school office. (appendix 3) A member of staff should accompany a child in the ambulance and remain with the child until the parent/carer arrives. Taking children to the doctors/hospital in staff cars is not advisable but in the case of an emergency another adult will also accompany the child.

### **Educational Visits**

Staff will administer prescription medicines to pupils when required during educational visits. Parents will need to complete a consent form (Appendix 1) and to supply a sufficient supply of medication in its pharmacist's container.

### **Staff, Students and Volunteers with Medical Needs**

Staff, students and volunteers with medical needs are expected to ensure the school is aware of their needs and what to do in an emergency and that any necessary medication is kept in school as needed. Any medication should be stored in a cupboard in the school office or staff room where children do not have access.

## Appendix 1

<b>LEAS PARK JUNIOR SCHOOL</b> <b>Request for School to Administer Medication to Pupils</b>
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If you wish medication to be administered to your child you will need to complete and sign this form. The Head Teacher and/or Class Teacher will then decide if it is appropriate for the school to do this.

### DETAILS OF PUPIL

Name \_\_\_\_\_ Class \_\_\_\_\_

Date of Birth \_\_\_\_\_

Why does your child require medicine? \_\_\_\_\_  
\_\_\_\_\_

### MEDICATION

Name/Type of Medication (as described on the container)  
\_\_\_\_\_

For how long will your child take this medication  
\_\_\_\_\_

Doctor's Name \_\_\_\_\_ Tel No. \_\_\_\_\_  
\_\_\_\_\_

Date dispensed \_\_\_\_\_

### FULL DIRECTIONS FOR USE:

Dosage and method  
\_\_\_\_\_  
\_\_\_\_\_

Time \_\_\_\_\_

Notes of any special precautions or side effects: \_\_\_\_\_  
\_\_\_\_\_

*I understand that I must deliver the medicine personally to the Head Teacher/Class Teacher and accept that this is a service which the school is not obliged to undertake.*

Date \_\_\_\_\_ Signed \_\_\_\_\_

Relationship to pupil \_\_\_\_\_



## Appendix 3

### Contacting Emergency Services

#### Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number:  
**01623 477629**
2. Give your location as follows:  
**Leas Park Junior School, Ley Lane, Mansfield Woodhouse, Notts.**
3. State that the postcode is  
**NG19 8LD**
4. Give exact location in the school/setting  
**Classroom, staff room, office**
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to  
**Describe the shared drive, where the main entrance is and who will be there to meet them.**

**Speak clearly and slowly and be ready to repeat information if asked**

Put a completed copy of this form by the telephone

