



Weetwood Primary School

Medicines in School Policy

Written: January 2005

Last Review June 2014

Review date: June 2017

These guidelines for administering medicines in school form part of the Drugs Policy.

These guidelines are taken from Education Leeds Policy PG505 that forms part of the Education Leeds Health and Safety File.

The following guidelines consist of 2 sections, Section one for Parents and Section two for all school staff.

1. Parent's Section

What happens if you consider your child is well enough to attend school, but needs medication?

Children on medication, wherever possible, should be kept at home until the course of treatment is complete. However, the school realises that there are circumstances when it is necessary for children attending school to be given medicine during the school day.

We are mindful of hazards involved in the storage and administration of medicines and tablets during the school day at the request of parents. Whenever possible parents should accept the administering of medicines as their own responsibility.

Parents should be aware that

- a) Most medicines need refrigeration but we do not have a place where we can lock medicines into a refrigerator (as suggested by Education Leeds Policy Guidelines)
- b) School staff may agree to give medicine but cannot be *required* to do so.

There may well be occasions when, for whatever reason, the request from parents for staff to administer medicine cannot be met.

For reasons of health and safety as few medicines as possible should be brought to school. Only those prescribed by a doctor will be given at school (other than in exceptional circumstances agreed on a case by case basis by the Head Teacher) and we can only agree to do this after the parent has completed a consent form (which is available from the school office).

Medicines should be clearly labelled with the child's name, class, date and directions for giving the medicine.

We would ask that medicines be kept at home wherever possible. For instance, where it is to be taken "three times a day" it is possible for a child to have a dose immediately before school, another after arriving home from school and a last one at bedtime.

Where medicine needs to be taken more often, it would be preferable for a parent to come into school to administer it. Otherwise, staff may be prepared to give it, providing the above procedures are followed.

Children are not allowed to administer medicines such as antibiotics themselves unless supervised by one of the delegated First Aiders. Under no circumstances should parents include medicines with packed lunches. With the exception of inhalers children must hand all medicines to a member of staff on arrival at school if not brought in by a parent.

Record Keeping

Parents should tell the school about the medicine that their child needs to take and provide details of any changes to the prescription or the support required. Parents will complete Form 3A "Parental agreement for school / setting to administer medicine". Staff will complete and sign Form 6 "Record of medicines administered to all children" each time they give medicine to a child".

Inhalers

Many children in school are asthmatic and need inhalers. Children who use them need two named inhalers for school (Doctors will prescribe these). One is to be kept in the classroom (in Foundation Stage and Key Stage 1) or with the child (Key Stage 2) and the other is kept in the school office for playground emergencies or for when children have forgotten to bring their own to school.

Again, inhalers can only be kept in school when parents have filled in the appropriate form from the school office.

Children with Long Term or Complex Medical Needs

It is important that school has sufficient information about the medical condition of any child with long term or complex medical needs. These may be severe allergies or chronic conditions. The school will develop a written health care plan for such children, involving parents and relevant health professionals.

(Form 2 " Health Care Plan")

Trips and Outings

School will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Planning arrangements will include necessary steps to include children with medical needs and risk assessments for such children. It may be that additional supervision is needed for a particular child. Arrangements for taking any necessary medicine will need to be considered. Party leaders supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP.

Risk Assessment and Management Procedures

All medicines may be harmful to anyone for whom they are not appropriate. Where the school agrees to administer any medicines the risks to the health of all others need to be properly controlled and managed. This duty is set out in the Control of substances Hazardous to Health regulations 2002 (COSHH). Large volumes of medicines will not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored in accordance with the product instructions and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Where a child needs two or more prescribed medicines each should be in a separate container. Non emergency medicines will be kept in a secure place not accessible to children. Emergency medicines, such as inhalers, should be readily available to children and not locked away. Medicines needing to be kept in a refrigerator will be kept in an airtight container, clearly labelled in the staffroom refrigerator where children have no access.

Parents are responsible for disposing of medicines, for collecting medicines at the end of each term and for ensuring that medication is not out of date.

2. School Staff Section

Administration of Medicine in School

The School's Policy on administering medicines, in line with Education Leeds Policy Guidelines (PG 505) is that no member of staff has any contractual obligation to give medicine, supervise a child taking medicine or assist in the treatment of a child requiring medicine.

Staff who have volunteered to act as First Aiders will be asked to administer medicine in school, where the correct procedures have been followed.

It should be noted that the policy guidelines that follow apply only to oral medication.

1. Where a child has an ongoing medical condition, the parents will be asked to complete **Form 2, "Health Care Plan"**. A copy will be kept in the Medical File.
2. When a child needs medication, but is considered well enough to attend school, the parent must fill in **Form 3A "Parental agreement for school/setting to administer medicine"**. The form will stay within the Medical File and medicine will be stored in the staffroom refrigerator. Details of medicines given will be listed on **Form 6 "Record of medicines administered to all children"** which can be found in the Medical File.

3. Asthma Inhalers

Advice suggests that children should keep inhalers with them whenever possible. Children in Key Stage 1 will have their inhalers in the classroom under the supervision of the class teacher. Children in Key Stage 2 will keep their own inhalers, having had their parents/carers complete **Form 7 "Request for child to carry his / her own medicine"**. Parents will be asked to send a second inhaler, which will be stored in the school office, so that it is easily accessible at breaks.

4. Emergency Planning

The Medical File will be kept in the office, near the Emergency Contact Forms File. In the file there is an emergency planning sheet which will act as a prompt if staff have to call for an ambulance.

Delegated First Aiders June 2014

Sally Watkins, Pauline Gilmore, Callum Crawford, Adam Diep, Meena Dosanjh and Darren Clarkson.