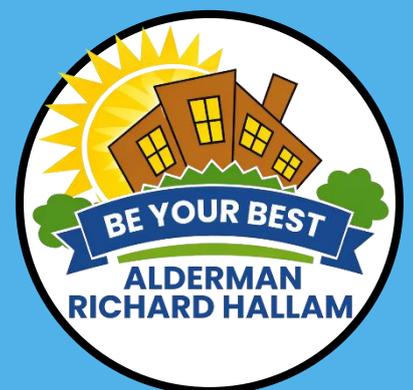


# **ALDERMAN RICHARD HALLAM PRIMARY SCHOOL**

## Medicines in School Policy



# Medicines in School Policy

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## Introduction

All staff, governors, parents and carers, and members of Alderman Richard Hallam Primary School will be made aware of and have access to this policy. Staff **do not** have a statutory duty to give medicines or administer medical treatment. However, medicines will be administered to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils. Further information is available in the Administrations of Medicines Standards on the LCC Schools Extranet or by speaking to Mr Holder (Business Manager).

## Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In many 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 a medicine that has to be taken during the school day. Parents and carers may either come into school and administer the medicine to their child, or they may request that a member of school staff supervises the pupil taking the medicine. If a member of school staff is willing to administer medication, the parent or carer must supply the medicine in the original pharmacist's container to the school office and must

complete a 'Request for Administration of Medicines' form. On no account should a child come to school with medicine if they are unwell.

Non-prescription medicines cannot be administered at school and pupils should not bring them to school for self-administration. In the event of a trip, travel sickness medication may be administered by staff provided they are supplied in the original packaging and accompanied by a 'Request for Administration of Medicines' form. Sunscreen is not a medicine and cannot be applied by staff. You are encouraged to send your child with sunscreen in a labelled container and the children will be able to apply it at breaktime and lunchtime.

### **Pupils with Long-term or Complex Medical Needs**

Parents or carers should provide the Headteacher or Lead First Aiders with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made between the parents and carers, Headteacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan.

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

For certain long-term medical conditions, children need to learn how to self-administer their medication. The most common condition where this applies is asthma; it is good practice to allow children with this condition to take charge of and use their inhaler by themselves. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's Health Care Plan. It is the parent's and carer's responsibility to inform the school of any new or pre-existing medical needs and work with staff to produce a Health Care Plan for their child; a verbal or written message will not be accepted.

### **Staff Training**

The school ensures that all staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, inhalers, adrenaline auto-injectors and insulin. Training in the administration of specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff annually.

### **Storage and Access to Medicines**

All medicines, apart from emergency medicines (inhalers, adrenaline auto-injectors etc.), are kept in a secure medical fridge in the main reception. Medicines must be brought in and stored in the original pharmacist's container. Pupils are told where their medication is stored and who to ask should they need it. In the event that a pupil requires an emergency

medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and adrenaline auto-injectors are either held by the pupil or kept in a clearly identified container in the First Aid Room. Classroom support staff ensure that emergency medication is available to hand during outside P.E. lessons and that it is taken on educational visits. The school has spare adrenaline auto-injectors in case of emergencies, stored in a cupboard in the VR room.

### **Disposal of Medicines**

It is the responsibility of parents and carers to make sure that all medicines kept in school are in date and replaced accordingly. School staff should not dispose of medicines. Parents and carers should collect medicines held at school at the end of each term.

### **Emergency Procedures**

In a medical emergency, if an ambulance is called after first aid is given, parents and carers will be notified. Should an emergency occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan can be shared with the ambulance crew.

### **Educational Visits**

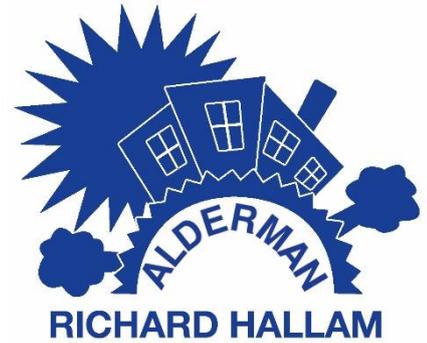
Staff will administer prescription medicines to pupils when required during educational visits. Parents and carers should ensure they complete a consent form 'Request for Administration of Medicines' and provide a sufficient supply of medication in its pharmacist's container. Non-prescription medicine cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc. should therefore be provided, if necessary, on prescription.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and carers, and/or health professionals at a suitable time so that extra measures (if appropriate) can be put in place for the visit.

### **Staff and students with medical needs**

Staff with medical needs are expected to ensure the school is aware of their needs, know what to do in an emergency and that any necessary medication is kept in school as needed. It is vital that any medication is stored in a locked cupboard or in the school office where children do not have access.

**APPENDIX 1: Request for Administration of Medicines**



**Request for Administration of Medicines**

Parent/Carer: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

My child has been diagnosed as suffering from (name of illness):

\_\_\_\_\_

He / She is considered fit for school but requires the following PRESCRIBED MEDICINE to be administered during school hours:

Name of medicine: \_\_\_\_\_

Would you please therefore administer:

Dosage: \_\_\_\_\_ Time: \_\_\_\_\_

With effect from (date): \_\_\_\_\_ To (date): \_\_\_\_\_

The medicine should be administered by (circle as appropriate):

Mouth                      In the ear                      Nasally                      Other: \_\_\_\_\_

I have read and accept the school's 'Medicines in School Policy' and I understand that all staff are acting voluntarily in administering medicines and have the right to refuse to administer medication. I understand that the school staff cannot undertake monitoring the use of inhalers carried by children, and that the school is not responsible for any loss or damage to any medication. I understand that I must supply the medicine in the original pharmacist's container to the school office.

I undertake to update the school with any changes in administration for routine of emergency medication and to maintain an in-date supply of the medication.

Signed: \_\_\_\_\_ (parent/carer)

Print: \_\_\_\_\_

Emergency Contact information: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_