

Wilton and Barford CE VC Primary School

Medicine in School Policy

Introduction

There is a need for a clear policy dealing with the issue of medicines and children with medical needs in school. This should be understood and accepted by staff, parents and children so that problems and queries can be dealt with quickly, efficiently and with no misunderstandings. This policy is available for all who wish to see it.

Rationale

Prescription medicines often need to be given during school time. For many children this will only be over a short period of time but for some children their medical needs may require medication to be administered regularly. In both cases parents, schools and medical personnel work together to ensure the best health for the individual child and their continued and continuing education.

Aims

- To ensure proper care and support for children who need to take medicine or need medical attention in school.
- To enable regular attendance at school.
- To provide information to parents and staff and to establish regular procedures for the administration of medicines.

Responsibility

The Governing Body has general responsibility for all school policies.

The Headteacher is responsible for:

- the implementation of the policy
- for the support and training of staff
- day to day decisions regarding the giving of medicine

The parent is responsible for:

- making sure that their child is well enough to attend school
- for providing sufficient information about the medical needs of their child
- ensuring that medicines are properly supplied in a container labelled with the child's name, dosage and frequency of administration.

Short Term Medical Needs

School teachers' conditions of employment do not include the giving of medicine. This is entirely voluntary. Staff will not be held responsible for allergic reactions or misdosage and subsequent administration of medicine.

Authorised Adults

The Headteacher accepts responsibility for staff to give medicine or to supervise children taking medicine.

Staff authorised to give medicines are:

- Mrs Gaby Heasman
- Mrs Sue Dunford
- Mrs Vicky Targett
- Mrs Leyanne Hind

In the absence of these or in special cases one of the following have volunteered to give medicine:

- Mrs Madeleine Biddlecombe
- Mrs Jan Nock

Where possible all children will take their own medication, under the supervision of the authorised adult.

Medicine

- Only medicine prescribed by a doctor will be given. This includes inhalers.
- Medicine will only be given to the child named on the container and in the dosage stated. (A spoon should be provided)
- Only a current course of medicine will be given.
- In case of allergic reactions the child **MUST** receive the first dosage of medicine at home,
- Medicine will only be given with the consent of the parent. A consent form must be signed by a parent before medicine is administered. (Appendix 1)
- Non prescription medication **will not** be given by staff. Parents who wish their child to take non prescription medication must make their own arrangements.

Exceptions

- Prescribed medicine will not be given where the timing of the dose is vital and where mistakes could lead to serious consequences.
- Where medical or technical expertise is required.
- Where intimate contact would be necessary.
- If a child refuses to take medicine no member of staff will force them to do so. Parents will be informed as soon as possible of the problem.

Storage

Medicine brought into school must be given personally to Mrs Hind or Mrs Biddlecombe and in the event of her absence to the Headteacher. This includes inhalers, where these are used under supervision or must be given to the child. Older children are allowed to look after their own inhalers and use them as appropriate. If necessary, the class teacher may be given an inhaler for safe keeping and for immediate access should they be necessary.

The school will not store large amounts of medicine and this will not normally be stored overnight. Inhalers may be stored in school where a child has a spare at home.

Medicines must be in the original container and labelled with the child's name and the dosage required.

Medicines will be locked in the medicine cupboard in the office. Access to this is restricted to staff. No children have access to this cabinet.

Where medicines need to be refrigerated they will be kept in the staff fridge, in an airtight container.

Staff will not dispose of medicine. Parents will collect medicines such as inhalers at the end of each term and they are responsible for the safe disposal of out of date medicine.

Recording

Staff whom volunteer to give medicine in school should make a record each time medication is given to a pupil. This protects staff and is proof that procedures have been met.

Long Term Medical Needs

The school must have full information about the medical needs of a child before they start school or as soon as the need is recognised. Where parents cannot give full information this will be obtained from the relevant professional and training will be obtained if necessary. The school will make a record of the health care needs of children with long term medical needs. Where appropriate, a health care plan (Appendix 2) may be put in place involving the parents and relevant health care professionals.

Where possible all children should participate in the PE curriculum, unless otherwise stated in their health record. Certain changes may need to be made to accommodate the needs of such children. Medication should be accessible e.g. inhalers. Similarly on school visits, medication will be carried out and any additional arrangements will be made. Where children have a known specific medical need special provision and arrangements will be made to enable the child to participate fully in the life of the school, including school visits and residentials. A meeting will be held with parents prior to a school trip to discuss medical arrangements and provision.

Hygiene

Staff who give medicine are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Disposable gloves are available and great care is taken with accidents dealing with spillages of blood or other body fluids.

Emergency Procedures

In the event of a minor accident parents or responsible adults will be contacted and asked to take any further action such as visit to doctors or the hospital.

In the event of the need to call an ambulance then the child would be accompanied by a member of staff and the parents or responsible adult contacted as soon as possible. The member of staff will stay with the child until the parent or other adult arrives.

Transporting children to hospital by private vehicle should not be undertaken if at all possible. Where it is unavoidable then they should be accompanied by another member of staff and should have public liability vehicle insurance.

Medication Consent Form

Important: School staff are not required to undertake this duty

Please use block print throughout

Child's Name:	Parent emergency contact number:
DOB:	1. 2. 3.
Doctor:	Surgery
Doctor's contact number :	
Medication:	Storage requirements:
Dosage:	Use before date:
Any special guidance / frequency:	
Consequences if medication or treatment missed / action required:	
<p>PARENT / CARER CONSENT. Please read and sign.</p> <p><i>This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately. Staff will not be held responsible for allergic reactions or misdosage and the subsequent administration of medicine.</i></p> <p>My child has no known allergies to this medicine. First dose has been given at home.</p> <p>Signature:</p>	
STAFF MEMBER. DO YOU UNDERSTAND EXACTLY WHAT IS REQUIRED? YES/NO	
Signature	

1. Original: Retain with medication
2. Copy: to be filed in Medication File