

AMOTHERBY COMMUNITY PRIMARY SCHOOL

MANAGING MEDICATIONS IN SCHOOL POLICY

The aim of the policy is to effectively support individual children with medical needs and to enable children to achieve regular attendance at school.

Parents and Carers retain the prime responsibility of their child's health and are responsible for providing school with all the necessary medical information about their child's medical condition and needs. Children should be kept at home if they are acutely ill and in the case of a contagious disease they should return when they are no longer infectious. Guidelines are given by NYCC as set out by the Health Protection Agency in order for schools to follow the allotted due absence and expectation time of return to minimise the risk of contamination.

The Role of Staff

School staff are not required to administer medicines to children. Those members of staff who volunteer to administer medications will have the appropriate training.

Prescribed Medication

Medicines should only be brought into school when essential. Medicines should be brought into school in the prescribed container with full details set out on the prescription. Medicines will be kept in medication cabinet in the Admin Office or an allotted shelf of the fridge if the medication requires it.

Asthma Inhalers

Inhalers are kept in the child's teachers cupboard and are accessible to children at all times. Records of all children who have inhalers in school are regularly updated and copies given to all staff. A record of all children who need inhalers is accessible in the staffroom. The school keeps an emergency supply of salbutamol with a volumiser in the Admin Office medicine cabinet. This will only be administered to children who have a diagnosis of asthma and have an inhaler in school and permission has been given by parents or carers. Staff are trained in the administration of inhalers and how to deal with a child who is suffering from an asthma attack.

Epipens

All staff are annually updated on epipen training and are routinely updated on the medical needs of the individual children. Epipens are stored in the medicine cabinet in the Admin Office. Health Care Plans are in place and updated annually by Health Professionals and Parents. Due to the severity and nature of the allergies of the children the school has become a nut free school.

Controlled Drugs

The school will not look after prescribed medicines which are scheduled on the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not need to be given during the school day or arrangements will be made for parents to administer the drug during the day.

Non- Prescribed Medicines

All staff must never give non- prescribed medicine eg paracetamol, calpol to a child unless there is a specific prior written permission from parents or carers. Parents or carers must complete the form Administration of Medicines In School (also available on the website). Details of the medicine being administered will be recorded by a member of staff. All medications being administered will be witnessed by another member of staff. The Administration of medicines in School will be signed by the Head teacher and kept in the Admin Office.

Children may self - administer their medication if parents or carers will allow. This will also be documented.

When a child refuses medication Parents and Carers will be informed the same day.

Administration of Medication on Trips and Visits

At Amotherby CP school reasonable adjustments will be made to ensure children can take full part in all aspects of the curriculum. Where a child requires medication on a trip or visit it is the responsibility of the class teacher or trip organiser in the first instance. The Head Teacher (EVC) will also oversee the practicalities of the situation during the trip. There may need to be arrangements for children to self administer their medication eg inhalers, this will be discussed with parents and carers in the first instance. Recording of medication being taken on a trip or visit by a pupil the procedure will be followed as set out previously in the policy.

Children with Long - Term or Complex Medical Needs

Where a child has a long - term or complex medical needs then a Health Care Plan will be drawn up in consultation with parents, carers and health professionals.

Access to the School's Emergency Procedures

In the case of an emergency then the emergency procedures will be followed in line with the Health and Safety Regulations.

Further Information and Guidance

For further Information and Guidance see DfE Managing Medications in School and Early Years Settings 2005.

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