

# **PERRYFIELDS INFANTS SCHOOL MANAGING MEDICINES POLICY**



## ***Helping each other to learn and grow***

### **Aims**

The purpose of this policy and procedures for managing medicines in schools is to ensure that any medicines administered within school are done so in a safe and monitored environment. This policy has been written using guidance from the DFE statutory guidance "Supporting pupils at school with medical conditions" (September 2014).

### **Objectives**

- To encourage and support inclusive practice
- To ensure regular attendance by all children

Children with medical needs have the same rights of admission to school as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine. Some children however have longer term medical needs and may require medicines on a long-term basis, for example children with well controlled epilepsy. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

### **Parental Responsibility**

Parents/Carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need. At admission time Parents/Carers are asked to complete record forms giving full details of medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care. Parents need to ensure these details are kept up to date and that the office staff are made aware of any changes.

Where a child has a long term medical need then an Individual Healthcare Plan will be drawn up with the Parents/Carers, a member of staff and Health Professionals.

### **Prescribed Medication**

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day. The school can only accept medicines that have been prescribed by a doctor. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Parents/Carers must complete a medication consent form before any medication can be dispensed. No child can be given medicines without their parents/carers written consent.
- Should a child need to receive medication during the school day parents or carers will be asked to come into school and personally administer the medication in the medical room.
- Medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- On receipt of medication, a 'Medicine Record Sheet' should be completed

and signed by the Parent/Carer. Completed forms will be kept in the Reception Office.

- Medicines, inhalers, epi-pens will be stored in the school office.
- Parents/Carers are responsible for ensuring all medication in school is within date.
- Parents/Carers are responsible for collecting any out of date medication or medication which is no longer needed to dispose of safely.

### **Non Prescribed Drugs**

- We will not administer aspirin or medicines containing ibuprofen (e.g. calpol) but a parent/carers may come into school and personally administer the medication in the medical room.

### **Application of Creams and Lotions**

- Steroid creams are usually applied twice daily only – we would usually expect these to be applied at home.
- Sun cream needs to be applied by parents and carers in the morning before coming to school.

### **Refusal of Medicine**

- If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the parents/carers by telephone.

### **Educational Visits**

- In line with the school's SEN policy we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. A risk assessment will be carried out so that planning arrangements take into account any necessary steps needed to ensure that pupils with medical conditions are included.
- Staff supervising school visits will be aware of any medical needs, and relevant emergency procedures. A copy of any health plans will 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 health and safety, or the safety of other children on a visit, they will seek parental views and medical advice from the school health service.

### **Sporting Activities**

- Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. The school is aware of issues of privacy and dignity of children with particular needs.
- Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

### **Known Medical Conditions**

- A list of all children within a class with any known medical conditions will be placed in the purple folders in each classroom (teachers desk draw), and a medical information folder is in the medical room to ensure all staff have access to the information.
- When supply staff are asked to cover a classroom it will be the responsibility of the member of staff showing the supply teacher to the room to show them where the purple folder/medical list is held (teachers desk draw).
- Medical information is also stored on their individual pupil files.

**Training**

- Any staff required to administer medicines will receive training to do so as appropriate.

Adopted July 2015

Reviewed July 2018

This Managing Medicines Policy was considered between staff and governors and was approved on.....

This policy will be reviewed again on.....July 2021.