

Margaret Roper Catholic Primary School

Russell Hill Road, Purley, Surrey CR8 2XP
Tel: 020 8660 0115 Fax: 020 8660 9656
Email: head@margaretroper.crowdon.sch.uk
Headteacher: D.J. Mooney

Deputy Head: Mrs. V O'Byrne



Policy for managing and administering medicines

Non Prescribed Medicines

Over the counter medicines / painkillers / non-prescription drugs will not be administered by staff and they should not be brought on to the school premises by children.

Prescribed medicines

With prescribed medication, parents/carers should endeavour to time doses to be administered at home, or arrange to come into school to administer the medicines themselves.

In exceptional cases (to be decided by the headteacher), medicines may be administered by a member of the school staff.

- Children should never be allowed to be responsible for their own medicines in school, except in special circumstances.
- If prescribed medication is required during school hours and no alternative arrangements can be made, it must be handed to the office which will organise for the child to receive their prescribed dose.
- A letter needs to accompany the medication. This should state the child's name, class and name of medication.
- Only one dose of the medication will be accepted each day and that should be in a container, sachet or syringe, clearly marked with the child's name, class and name of medication.
- School will not accept the responsibility of administering the first prescribed dosage.
- It is not wise to have two different medications for one child to be administered at the same time.
- The class teacher should be kept informed at all times.

Administration of medicines will only be undertaken by staff that are willing to do so. If no member of staff is available the parent/carer will be informed to enable them to make their own arrangements. Teachers and staff conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. If in doubt about a procedure, staff should not administer the medicine, but check with the parents or the health professional before taking further action.

Long term medical needs

Where there are long term medical needs for a child, including administration of medicine for a period of 8 days or more, a Health Care Plan should be completed, involving both parents/carers and relevant health professionals.

A Health Care Plan clarifies for staff, parents/carers and the child the help that can be provided. It is important for staff to be guided by the school nurse or the child's GP or paediatrician. The school will agree with parents how often they should jointly review the health care plan. It is sensible to do this at least once a year, but much depends on the nature of the child's particular needs; some would need reviewing more frequently.

Procedures for managing prescription medicines on trips and outings and during sporting activities

The school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. This may extend to reviewing and revising the visits policy and procedures so that planning arrangements incorporate the necessary steps to include children with medical needs. It might also incorporate risk assessments for such children.

If staff are concerned about how they can best 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. Please refer to the DCSF guidance on planning educational visits.

The school will support children wherever possible in participating in physical activities and extra-curricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Health Care Plan.

Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.

Safe storage of medicines

The school will only store, supervise and administer medicine that has been prescribed for an individual child.

Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the single dosage container provided by the parent/carer.

Children will be informed where their own medicines are stored and who holds the key.

All emergency medicines, such as spare asthma inhalers and adrenaline pens, will be readily available to children and will not be locked away.

Other non-emergency medicines will be kept in a secure place not accessible to children.

A few medicines need to be refrigerated. They *can* be kept in a refrigerator containing food but *must* be in an airtight container and clearly labelled. There will be restricted access to a refrigerator holding medicines. It is acceptable for a staff room fridge to be used for storage, as long as medical items are clearly labelled.

Access to Medicines - Children need to have immediate access to their medicines when required. The school will make special access arrangements for emergency medicines that it keeps. However, it is also important to make sure that medicines are kept securely and only accessible to those for whom they are prescribed. This will be considered as part of the policy about children carrying their own medicines.

School Procedures

The school office should always be the first point of contact for any changes to medicines or new administration of medicines or medical needs. Other staff will not accept medicines from parents or children and parents/carers will be directed to the school office.

A medical board is situated in each classroom and staff areas with up to date information concerning emergency medication. This board has photographs of children who might need emergency medication, for instance Epipens.

It is the responsibility of the Headteacher to ensure that staff are provided with training appropriate to administering medication.

The school will consult the DCSF publication '**Managing medicines in Schools and Early Years Settings**' when dealing with the medical needs of children. The school nurse should also be consulted if advice is not clear and prior to agreeing to administer medicines.

This policy is subject to review annually.

Agreed by Governors – 18th May 2011

Reviewed April 2012

Reviewed June 2013

Reviewed April 2015

Reviewed FGB 4th July 2016