EASTCROFT PARK PRIMARY SCHOOL
MANAGING MEDICINES IN SCHOOL POLICY

OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

OBJECTIVES

1. To keep medication safe is school.
2. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

STRATEGIES

1. Only medication prescribed by a doctor, or authorised health care worker, will be administered in school. The school will not administer any non prescribed medicines or any medicines that are not in the original container with the name of the pupil and the dosage clearly visible.
2. Only members of staff that have been trained and authorised by the Headteacher may supervise and administer medication. In emergency, the Headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the Headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
4. Parent must complete and sign the administration of prescribed medicines form, giving consent to the school to administer. Medicines will not be administered without written consent.
5. Medication must be sent into school in its original container.
6. Medication will be kept securely and safely according to the instructions on its container. The school has a secure cupboard for this purpose. Where medication needs to be kept in a refrigerator the Headteacher will decide how it is to be stored.
7. When pupils need medication on visits away from school, the school will do its best to administer medicines in line with the above policy, in order that, as far as possible, within the available resources, pupils can participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.
8. The only circumstance in which children may administer medicines themselves is in the case of asthmatic pupils, or certain pupils with long term or complex needs. Guidelines for this are covered in the asthma policy, and within any support plan. Pupils will be supervised during these times.

PUPILS WITH LONG TERM OR COMPLEX NEEDS

The school will engage in consultation with the parents and related health professional, regarding the needs of any child with long term or complex needs. A support plan will be agreed which includes the administration of medicines, responding to need, including

emergency provision, and the provision of any access requirements. Appropriate staff training will also be provided.

RECORD KEEPING
The school will keep a copy of the administration of medicines form completed by parents.

Miss Jenny Franz is qualified in Medicine Administration Education & Childcare Settings

RISK ASSESSMENTS

The school will assess the risks involved in the administration of medicines at a whole school level and considering the needs of every child. The school will consult with parents and health professionals in specific circumstances.

OUTCOMES
The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

RELATED POLICIES

- Asthma
- Meting the needs of pupils with medical difficulties
- Health and safety
- First aid and accident
- Emergency Plan

- Managing medicines in schools and Early Years Settings 2005

Revised and adopted by the Governing Body – September 2017