



St Leonard's CE(A) First School Policy for Medicines in School

**Responsibility of: Safeguarding/
Early Years Governors**
Developed in consultation with:
Teaching staff
The Governing Body

Adopted by the Governing Body:
April 2019

Signed: *Mr Stephen Clancy*
Date for review: April 2020

| Date of last policy reviewed | Changes made |
|------------------------------|---------------------|
| Feb 2017 | Dates were changed. |
| April 2018 | Dates were changed. |
| April 2019 | |

St. Leonard's CE (A) First School



Medicines in School Policy

St Leonard's First School strives to promote the good health of children attending our setting. We believe that regular school attendance is vital for every child. However, there will be occasions where children will become unwell and may require some time off from school to recover. Children who are clearly unwell should not be in school and the Headteacher can request that parents or carers keep the pupil at home if necessary. In general, when a child requires medication (or treatment), they should be kept at home until the course of treatment is complete.

Legal Duty

There is no legal duty for school staff to administer medicines or to supervise a child when taking medicine. Staff administer medicine in a purely voluntary capacity. It is also important for parents to understand that it is not the school's responsibility to remind children to take their medicine and that, if a child refuses to take their medicine, staff will not force them to do so.

Children with Infectious Diseases

Children with infectious diseases will not be allowed in school until deemed safe by their GP and/or the School Nurse and/or local health authorities.

Administration of Medicines

Under no circumstances will any medication be administered without a signed Parental Consent Form (available from the school office) or Health Care Plan.

Products containing Paracetamol, Aspirin or Ibuprofen will usually not be administered and should not be brought into school by children, unless prescribed by a doctor.

Dose frequencies which enable the medication to be taken outside of school hours (three times daily) will not be administered by staff as these can be taken prior to school, after school hours and at bedtime.

Medicine will only be administered in school when it is essential to do so, ie when it would be detrimental to the child's health if the medicine is not administered during school hours. When this is the case, the medicine will be given to the child at lunchtime. If anything further is required, parents can make arrangements, via contact with the school office, to come into school to administer the medicine themselves.

If school is requested to give medicine, only medicine prescribed by a medical practitioner and clearly labelled in the original packaging by a pharmacist with the details outlined below will be administered:

- Name/address/date of birth of child
- Name of medicine
- Dosage
- Time/frequency of administration
- Expiry date

Short-Term Medical Needs

There may be occasions when a child is almost fully recovered from illness and is ready to return to school but may need to complete a course of medication (eg antibiotics) for a day or two. Allowing children to be given medicine in school will, in these circumstances, clearly minimise the number of days absent. In order for prescribed medicine to be given in these circumstances, parents will need to complete a Parental Consent Form (available from the school office).

Long-Term Medical Needs

In the case of chronic illness or disability, children may need to take prescribed medicines on a regular basis in order to lead a normal life.

To ensure the needs of these children are met, a written Care Plan will be put in place which is produced following discussions with the parents, School Nurse and school staff where applicable. The Care Plan outlines:

- Name and date of birth of the child
- Family contact information
- GP/Hospital/Clinic contacts
- Details of the child's medical condition
- Daily care requirements eg dietary needs, pre-activity precautions
- What constitutes an emergency
- Follow-up care
- Details of medications
- Details of prescribed dosage

Other than children needing Epipens, staff will not administer injections under any circumstances. Parents will be expected to attend to the child in school hours in such cases.

Any specific training required by staff on the administration of medication will be provided by or through the school nurse. Staff will not administer such medicines until they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

Parental Responsibility

It is the parent's responsibility to inform school of the medicines that their child needs to take and to provide details of any changes to the prescription. It is also the parent's responsibility to ensure that all medication supplied is in date as **no medication that has exceeded its expiry date will be given**. In the case of a short-term medical need, the parent must personally deliver the medicine to/collect the medicine from the school office each day.

Safe Storage and Disposal of Medicines

All medicines will be stored and administered from the original container or by a monitored dosage system (such as a blister pack) following the written instructions on the pharmacist's label. All medicines will be kept in a secure place, out of reach of children.

Any medicines requiring refrigeration will be kept in the fridge in the school office.

Record Keeping

Written records are kept each time a medicine is given in school. The administration records, along with copies of Care Plans and Parental Consent Forms, are kept in a central medical file which is kept in the school office.

Staff Insurance Cover

If these guidelines are followed, including the requisite to obtain parental consent, staff will be protected by the County Council's insurance policy against claims of negligence should a child suffer injury as a result of the giving of medicine.

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