

# All Saints Catholic Primary School



## Medicine Policy

## **Introduction**

Most children will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term perhaps requiring them to complete a course of medication.

Other children have medical conditions or medical needs that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities.

This policy aims to provide clear guidance and procedures to both staff and parents. The aim of this policy is:

- To support the regular attendance of pupils
- To support children with chronic health needs, ensuring that those children with medical needs receive proper care and support in school
- To ensure staff understand their roles and responsibilities in administering medicines
- To ensure that parents understand their responsibilities in respect of their children's medical needs
- To ensure that medicines are stored and administered safely

## **Roles and Responsibilities**

### **Staff**

There is no legal duty that requires school staff to administer medication; this is a voluntary role. Staff who provide support for children with medical needs or who volunteer to administer medication will have: support from the head teacher, who will ensure that governors and parents are aware of this guidance. Each request should be considered on individual merit and school staff have the right to refuse to be involved. It is important that school staff agreeing to administer medication, understand the basic principles and legal liabilities involved and have confidence in dealing with any emergency situations that may arise.

### **Parent/Carer**

The school needs to know about any medical needs before a child starts school or if a child develops a condition after commencing school.

It is the parent's/carers responsibility to inform the school of any details of any medical condition, special requirements, medication and who to contact in case of emergency.

If school staff agrees to administer medication on a short term or occasional basis, the parent/carers is required to take the medication to the office and complete a consent form. Verbal instructions **are not** accepted.

Medication should always be provided in an original container with the pharmacist's original label and be in date. NON prescribed/over the counter medication will not be accepted for administration. Parent/carers are discouraged from sending cough and cold remedies into school.

### **Long Term Medical Needs**

It is important that school has sufficient information regarding the medical condition of any child with medium/long term medical needs. The school therefore, needs to know about any medical needs before a child starts school, or when a child develops a medical condition during their school age years.

Admission forms have a section reminding parents to give such information.

An individual Health Care Plan will be completed.

### **Allergy and Anaphylaxis (Severe allergic reaction)**

Details of such allergies will be recorded on the Health Care Plan and all staff will be made aware of the condition.

Any child with a severe medical condition will have their photograph taken and this with a full explanation of the condition and action to be taken will be highlighted to all staff and displayed in staff room.

Appropriate training will be provided to staff.

### **Food Allergies**

Food intolerances and special dietary needs will be recorded on a Health Care Plan and a photograph will be taken and displayed for all staff to see.

Catering staff will be informed and given a copy of the relevant information/photograph which will be displayed for all kitchen staff to see.

### **Asthma**

Children with asthma must have immediate access to their reliever inhalers (blue) including additional equipment when they need them. All inhalers should be identifiable with the child's name clearly marked and kept in child's classroom. Arrangements will be made to ensure they are accessible on off-site visits.

### **Educational Visits/Off-Site Activities**

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. These will be detailed on appropriate Risk Assessment.

### **Sporting Activities**

Most children with medical conditions can participate in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.

Some children may need immediate access to their medicines such as asthma inhalers.

### **Storage of Medication**

Medicines are stored in a secure cupboard in the office and should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container.

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child.

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

### **Refusing Medication**

If a child refuses to take medicine, staff should not force them to do so but should make a note and inform parent/carer.

### **Record Keeping**

Parents should bring all medication to the office and tell school about the medicines that their child needs to take. Parent/carers **MUST** complete the relevant medication permission slip. Although there is no legal requirement for schools to keep records of medicines given to pupils and the staff involved, records offer protection to staff and proof that they have followed agreed procedures.

### **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for collecting unused medication and ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

All medicines should be collected at the end of each term/school year.

Sharps boxes should always be used for the disposal of needles. Collection and disposal of the boxes is arranged with the Local Authority's environmental services.

### **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and should take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

**Outside Agencies**

We have a dedicated school nurse who regularly comes into school. We also work very closely with other outside agencies where and when necessary.

**PLEASE NOTE**

It is the responsibility of parent's/carers to inform school of any changes.