

St. Paul's CE Primary School, Chipperfield

Medicines Policy

PURPOSE: To provide guidance to teachers, Governors and Parents in respect of a procedure for dealing with the administration of prescription medicines.

PRINCIPLES

Teachers and non teaching staff have neither a legal nor contractual duty to administer medicines or provide health treatment.

The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the Parent.

The child's own doctor is the person best placed to advise whether a child should or should not be in school. However, children who are unwell should remain at home until fit to cope with the demands of a school day.

Children who have had vomiting and diarrhoea should not return until 48 hours after the last episode.

The school will consider requests made by Parents in respect of the administration of medicines when:

- ✚ A child suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy.
- ✚ A child has recovered from a short term illness but still requires medication.
- ✚ The school has received a written request from a Parent giving the instructions regarding the required dosage (see request form).
- ✚ The request form must be used whenever a Parent wishes medication to be administered and must be resubmitted termly.
- ✚ The medicine in the smallest practicable amount must be brought to school by the Parent (under no circumstances by the child) and must be delivered personally to Mrs McKenzie or Mrs Woodley in the school office.
- ✚ Medicines will be either self administered in the presence of a member of staff, or will be administered by a member of staff according to the dosage instruction provided by the Parent.
- ✚ The school will not be held responsible for failure to administer medication.
- ✚ All medicines must be clearly labelled with owner's name, dosage and contents in the original dispensing container.

ASTHMA GUIDELINES:

- ✚ The school has a responsibility to advise staff on practical asthma management.
- ✚ A school asthma register will be maintained and updated regularly.
- ✚ Parents must provide school with details of dosage and the necessary equipment.
- ✚ It is the Parent's responsibility to inform the school of details of treatment and changes as they occur.
- ✚ Inhalers will only be allowed in school once Parents have completed the administration of medicines form.

- ✚ It is the Parent's responsibility to check that inhalers are within their expiry date and have sufficient dosage in them.
- ✚ Parents will be asked to provide a labelled spare inhaler in case the regular one is lost / broken etc.
- ✚ Inhalers should be kept in the child's classroom so that they are easily available. Children under 7 will be assisted to use their inhalers. Older children should manage their own.

Physical Education

- ✚ Full participation remains the goal for pupils with asthmatic conditions.
- ✚ Pupils should take a dose of their inhaler before exercise.
- ✚ When swimming, pupils should take their inhaler with them.

EPI PEN GUIDELINES:

Some pupils may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy etc and may have been prescribed an Epi Pen for emergency use.

The school staff have agreed to administer epi pen medication in *extreme circumstances* and only if they have been trained in the use of an epi pen. Staff understand that epi pens are a risk free treatment and a one shot injection which can do no harm may relieve a potentially high risk medical condition.

SPECIFIC MEDICAL CONDITIONS:

Pupils who have specific medical conditions (eg Diabetes, Heart Conditions) have individual care programmes which are written in consultation with health professionals.

FIRST AID GUIDELINES:

Teachers are not doctors, not nurses. They can only act as far as their training and common sense allows.

The school maintains at any given time, qualified first aid personnel. It is to these designated personnel that reference should be made in cases of first aid. All cases of the administration of first aid will be logged in the first aid book.

Parents will be informed of any head injuries or any significant injury. In more serious cases, parents will be contacted immediately. In emergency cases, an ambulance should be called and the Parent informed. In such cases, the school's order of care is entrusted to the NHS ambulance personnel.

SCHOOL JOURNEYS

Before commencement of a school journey, parents should ensure that any medication required by their child is delivered to the school.

Staff then need to ensure that the medication is taken offsite and kept with the appropriate person until it is returned to home or the school site.

Review: December 2015

Next review: December 2016