



# **Stretton Sugwas Academy**

## **Medicine Policy**

**Reviewed: Autumn 2016**

**Mr Alex Davies**

## Medicine Policy

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from the DFES notes "Managing Medicines in School and Early Years Settings" from March 2005 (still current Sept 2016)

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

### **Parental Responsibility**

- Parents/Carers have the prime responsibility for their child's health and should provide Stretton Sugwas with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.
- Where a child has a long term medical need then a health or education plan will be drawn up with the Parents/Carers and Health Professionals.

### **Prescribed Medicine**

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day. Stretton Sugwas can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. A form for Prescribed medicine will need to be filled in (see appendix 1).
- Medicines will be stored in a locked cabinet during the day or a fridge where necessary.
- A record will be made (in the medicine record diary) of when the medicine was dispensed which will be signed by the person administering the medicine and countersigned by the parent on collection.
- Parent/Carer should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to bring home unless agreed as in Self Management below.

### **Non Prescribed Medicine**

- We will only administer non-prescribed drugs (e.g. calpol) where parents have signed a consent form (see appendix 2) The school will only administer when contact has been made to the parent or carer and agreement over the phone is given. A record will be made and signed by the person administering the medicine. Again the parent will need to countersign when picking up their child. The school is unable to administer any medicines that contain Ibuprofen or Aspirin.

### **Refusal of Medicine**

- If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact in the medicine record diary. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

## **Self-Management**

- Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.
- Parents/Carers will be required to complete a “Self-Management” form which will detail where the medicines are to be stored during the school day.

## **Educational Visits**

- In line with Stretton Sugwas’ SEN policy we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.
- If staff are concerned about whether they can provide for a child’s safety, or the safety of other children on a visit, they will seek parental views and medical advice from the school health service or the child’s GP.

## **Sporting Activities**

- Most children with medical conditions can participate in physical activities and extracurricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. 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/education plan. The school is aware of issues of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

## **Known medical conditions**

- A list of all children with in a class with any known medical condition will be placed in each classroom.
- A central register will be placed in the staffroom to ensure that all teaching staff, lunchtime supervisors and support staff have access to the information.
- When supply staff are asked to cover a classroom it will be the responsibility of the member of staff showing the supply teacher to the room where the list is held.

## **Training**

- Any staff required to administer prescribed medicines will receive training to do so (if necessary).
- All staff will receive training on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis should the need arise in the school.

## Appendix 1

### Parental agreement for school/setting to administer prescribed medicine

The school/setting will not give your child medicine unless you complete and sign this form.

Name of school/setting	Stretton Sugwas C E Academy
Date	/ /
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	/ /
How much to give ( <i>i.e. dose to be given</i> )	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by (member of staff)	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

## Appendix 2

### Parental agreement for school to administer non-prescribed medicine

There are times when children can feel under the weather for short periods of time. We would like to ensure children are able to stay in school to continue with their education with as little disruption as possible. It is for this reason that the school may wish to administer paracetamol based pain relief. The school will not give your child medicine unless you complete and sign this form. We will always ring you before administering the medicine, allowing you to make an informed choice at that time.

Name of school/setting	Stretton Sugwas C E Academy
Date	September 2013 – August 2014
Child's name	
Group/class/form	
Name and strength of medicine	Calpol
How much to give ( <i>i.e. dose to be given</i> )	
When to be given	Parent or carer to be rung prior to administering
Any other instructions	

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact

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The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine. I will inform the school/setting immediately, in writing, if there is any reason to not allow medication to be given.

Parent's signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_