

# **Cotherstone Primary School**



## **Medicines in School Policy**

**Reviewed Date: March 2019**

**Reviewed: Annually**

# Medicines in School Policy

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment.

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 Cotherstone Primary School (CPS) 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 plan will be drawn up with the Parents/Carers and Health Professionals.

## Prescribed Drugs

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. CPS can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Medicines will be stored in a locked cabinet during the day.

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

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled.

A record will be made of when the medicine was dispensed.

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 drugs**

We will only administer non-prescribed drugs (e.g. Calpol) where parents have brought in the medicine and signed a consent form. 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 we will note this in the records and contact the named contact on the medicine record form. 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.

Parents/ Carers of children with asthma need to provide school with 2 (sets of) inhalers - one for self-administration by the child - to be kept in the child's tray or bag; the other to be kept in the locked First Aid cabinet for emergencies in the event that the child-led system fails.

### **Educational Visits**

In line with CPS equal Opportunities 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 by the visit leader 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 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**

Staff will be informed for any child with a known medical condition. When supply staff are asked to cover a classroom it will be the responsibility of the member of class teacher to leave appropriate information informing the supply teacher of any child with a known medical condition.

## **Training**

Any staff required to administer prescribed medicines will receive training to do so.

All staff will receive refresher training on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis as part of their First Aid training.