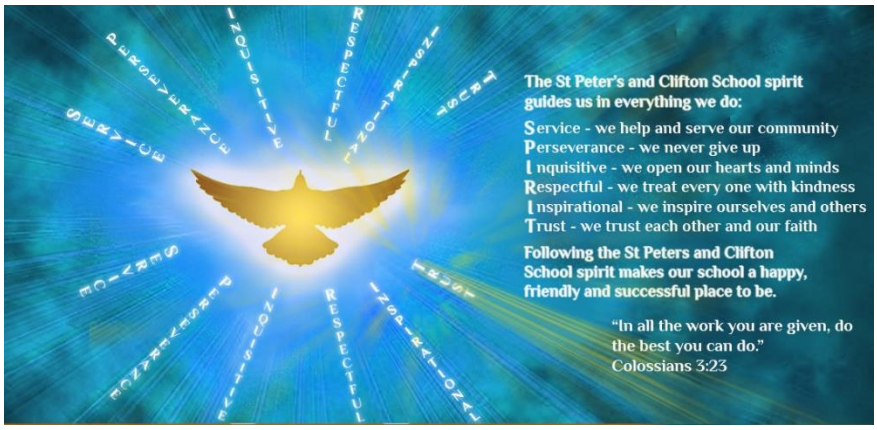
Medicine Policy

Signed by:

Alison Halley	Headteacher	Date:	September 2021
Andrew York	Chair of governors	Date:	7th October 2021

Last updated: September 2021
To be reviewed: September 2022

Our School SPIRIT



Intent

At St Peter's & Clifton Primary School we aim to follow our school SPIRIT values and show respect and care for everyone. We believe that children who are unwell should not attend school and that medicine should only be brought to school when essential: where it would be detrimental to a child's health if the medicine were not administered during the school day. We feel this could be because they are suffering from a chronic illness or allergy, such as diabetes, epilepsy or asthma or because they are recovering from a short-term illness and are undergoing a course of treatment needing antibiotics, which requires four doses a day.

Prescribed Medicines

- As a school we will only accept medicines that have been prescribed by a doctor.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime. **In most cases antibiotics can be fitted into a child's routine at home.**
- Parents are welcome to come into school to administer medication themselves, but school should be informed if this is to be their intention.
- School will not accept medicines that have been taken out of the container as originally dispensed or make changes to dosages on parental instructions.

Storage of Medicines

- The Medicines will be stored in the school office, or in the staff refrigerator in the group room (Children are not allowed in the group room unattended).
- All emergency medicines, such as asthma inhalers and epi-pens are readily available to the children who require them.

Administering Medicines

- No child will be given medicines without the parent's written consent.
- Medicines will need to be signed in by the parent/carer in the school office giving details of dosage and time required.

- A record sheet is kept detailing the child's name, name of medicine, dosage, time administered, name of person administering and amount that has been given.
- If there is any doubt about an procedure staff should not administer the medicine but check with the parents or a health professional before taking further action.
- Parents need to drop off and collect their child's medicine from the school office at the end of each school day, unless they have a separate prescribed medicine that can be left in school.

Disposal of Medicines

- Staff will not dispose of medicines.
- Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal.
- Medicines such as inhalers or epi-pens should be collected at the end of each half term by the parent/carer and returned to school the following term.

Non-Prescription Medicines

- The school will not administer non-prescription drugs such as Calpol, cough medicine, throat lozenges or other such treatments.
- If parents feel their child needs non-prescription drugs throughout the school day then their child should be kept at home.

Short-Term Medical Needs

- Some children may need to take medicines during the day at some time whilst at school. This will usually be for a short period only, perhaps to finish a course of antibiotics.
- To allow children to do this will minimise the time that they are absent from school. However such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

Long-Term Medical needs

- As a school it is important that we have sufficient information about the medical condition of any child.
- Medical forms are therefore issued to parents at the start of their child's school life for all relevant details to be entered.
- These details form a Health Care Plan outlining all relevant details pertinent to the child's medical condition.
- In the case of children using inhalers, epi-pens, etc these details are kept with their medicines to keep all staff informed at all times.
- Medication for epilepsy is usually kept in the school office. However, in some cases depending on the child it will be kept in the class room for speedy access.
- All staff will receive the necessary training in the administration of these medicines.
- It is imperative that parents inform the school in writing of any changes to their child's medical condition and to the administration of their drugs.

Asthmatic Inhalers

- Many children in school are asthmatic and need inhalers. Children, who use them regularly, need a named inhaler for school, in the box with the prescription label on (Doctors will prescribe these). This is to be kept in the teacher's stock cupboard in the medical box, a central place along with their medication record.
- Parent or carers needs to inform school of their child's condition and fill in the School Asthma Form. Each time a child uses their inhaler, which should be supervised by an adult, the Asthma medication record should be completed.
- Again, inhalers can only be kept in school when parents have filled in the appropriate forms from the school office.

Self Management

- It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines.
- Children should recognise when they feel they need their medication and where possible to use the inhalers independently with an adult supervising.

Refusing Medicines

- If a child refuses to take medicines, staff should not force them to do so, but should note this on the record sheet and inform the parent/carer urgently.

Educational Visits

- When children go on an educational visit teaching staff will ensure that all inhalers or other medication for pupils in their class is taken with them. All other adults on the visit should be aware of who might need medication on the visit. A first aid box should also be taken.
- A copy of any health care plans should be taken on the visit in the event of the information being used in an emergency.
- Mobile phones will be available on the visit should an emergency situation arise and to communicate with each other on the visit.

Illness during the school day

- Parents are informed when a child becomes unwell at school that they should be collected as soon as possible. To this end, it is vital that the school has up to date contact details.
- Parents are asked to update this information as soon as any details change.
- When a pupil becomes seriously unwell or is injured, the parent will be contacted immediately. In the event of school being unable to contact the child's family and a doctor's opinion is felt to be essential then two members of staff will accompany the child to hospital.
- It is safer where possible to travel by ambulance. However, if a staff car is used to transport a child to hospital it is essential that staff have the appropriate insurance cover.

Confidentiality

- All staff should treat medical information as confidential.
- The Headteacher will decide which staff will have access to medical information.

Medical Information File

All information contained in this file should be treated as confidential and stored in a place away from the pupils reach. However, it should always be available for both teaching and supervisory staff to refer to.

In this folder you will find:

- A list of detailed **Medical Conditions** recorded on the school administration system. This information has been provided by parents and relates to the children in **your** class.

- A **Medication Record**. A separate sheet should be completed for each child if you administer any prescribed medication that is kept in class, this is usually inhalers for Asthma. Most other medication is kept in the school office and will be administered by a member of staff there, this will then be recorded in a central record kept in the school office.

- A **Permission Letter** for completion by parents, giving permission to administer prescribed medication if they have not sent clear written instruction with the medication. Medication should be sent to the school office (except inhalers, these should be kept in a safe place in class) for safe keeping and will be administered there. A central Medication Record will also be kept there for this purpose. Medication will be sent home at the end of each school day.

- A copy of an **Accident Note**. These are the forms that are completed and sent home giving details of the more serious injury that have happened at school. A sticker will also be given to the child to alert staff and parents that they have received first aid at school that day. If a note is issued this needs to be recorded in the accident book or a photocopy of the note given to the school office for recording.

  Depending on the seriousness of the injury - if a child has to be sent home or sent to hospital a more detailed accident form will have to be completed by the school office.

  For less serious injuries, **no** accident note will be issued but a child will be given a sticker to wear, again this will alert staff that they have received some first aid and will also alert parents when collecting their child from school at the end of the day. In the case of the Infants, although a note need not be issued for all cases, all injuries should still be recorded in the accident book kept at the first aid station.

Child's Name ..... Medication Record

Date	Name of Medication	Dosage Required	Time/s to be administered	Prior Parental permission signature	Time medication administered	Signature of person administering medication	Witness signature (if applicable)	Illness the medication is treating	Post medicine Parental confirmation signature

Horrbury St Peter's & Clifton CE (VC) Primary School
Shepstye Road , Horbury, Wakefield WF4 5BE
Tel/Fax: 01924 302965
Headteacher: Mrs Alison Halley

Medication Permission Form

I give permission for a member of staff at Horbury St Peter's & Clifton Primary School to give

Child's name ..... Class .....

Medication .....

Dose .....

Time of day .....

Dates to be administered from ..... to .....

Parent/Carer Signature .....

Staff Signature .....

Illness the medication is treating/Special Notes:

Horrbury St Peter's & Clifton CE (VC) Primary School
Shepstye Road, Horbury, Wakefield WF4 5BE
Tel/Fax: 01924 302965 / 01924 302805
Headteacher: Mrs Alison Halley

Inhaler Permission Form

I give permission for a member of staff at Horbury St Peter's & Clifton Primary School to supervise the administering of the following Asthma medication:-

Child's name ..... Class .....

Medication ..... Expiry Date .....
Please note inhalers should be in the box with a prescription label and the inhaler and spacer clearly labelled with your child's name. It is a parent's responsibility to keep medication up to date.

Dose eg. Puffs/breath
counts.....

Any other relevant information eg. symptoms

Please indicate which of the following options applies:-

My child may need Asthma medication at any time and this will be left in school.
OR
My child will only need Asthma medication on specific occasions and I will inform school when they have their medication with them and the circumstances under which it needs to be taken.

I will inform school if any of this information changes.

Parents signature .....
Date .....

ASTHMA MEDICATION RECORD

Child's Name .....

Date	Time	Medication (eg. Blue)	Dose taken eg. How many puffs/breath counts	Supervised by whom