



Medicines Policy

Date of policy – Sept 25

Re-approved by Governors: Sept 25

Date of next policy review – Sept 26

Medicines Required on an Occasional Basis

Guidance from the school nursing team is that medicines do not normally need to be administered during the school day. Dosage can be planned around school start and end times, reducing the need for school staff to give medicines to pupils during the school day. For example medicine prescribed for 3 times per day can be administered before school, after school and in the evening. There will, however, be circumstances when medicines may be administered.

- If a parent requests that a child is given medicine during the school day the parent must complete a form (Template B), which is available from the school office. Completion of this form ensures that as a school we have full details regarding the administering of the medicine.
- This form is then stored in the 'Medicines' file in the school office.
- The member of staff receiving the medicine [usually office staff] is also responsible for recording details about the medicine which has been brought to school and returned to the parent either at the end of the school day or when the course of treatment has been completed (Template C). This form is to be found at the beginning of the medicines file. Sufficient information must be recorded to ensure appropriate information is known in the event of a reaction or medical emergency.
- If a child refuses his / her medicine, the member of staff attempting to administer the medicine should complete the appropriate form (Template C), send a copy home and file the form in the 'Medicines' file. Parents will be contacted to let them know that the child has refused the medicine.
- If a child requires medicine at an After School Club or activity organised by the school, the parent is responsible for communicating this information to the school and ensuring that the After School Club or school activity leader concerned has the relevant information.
- A log of medicines administered at school is kept as an ongoing record (Template D).
- If a child requires medicine on a residential visit, an additional form (Template C) will be completed as part of the paperwork for the trip. After the trip paperwork will be stored in the 'Medicines' file.
- As part of the paperwork for a residential visit we request parental permission to administer Calpol or Nurofen if the need arises. After the trip, this paperwork is stored in the 'Medicines' file.
- If a parent requests that a child is given travel sickness medication as part of a 'Type 1, non-residential visit,' a medicine form must be completed by the parent in the usual way.
- As a school, we are aware of the potential misuse of medicines. Medicines that have been prescribed by an individual are only used by that person. The misuse of medicine is treated as a drug-related incident.

- Medicines in school are stored either in the staffroom fridge or securely in the school office – with the exception of inhalers. The visit leader is responsible for ensuring the safe storage of medicines on an educational visit.

Medicines Required on a Regular Basis

Asthma inhalers.

- The names of children requiring inhalers are given to class teachers at the beginning of the school year by the office staff, following completion of forms by parents.
- Inhalers are stored in a clear, first aid marked box within the classroom so that they can be administered under supervision
- Children have access to inhalers at all times and should be transported for P.E. lessons, swimming sessions and whilst on educational visits.

Medicine Connected With Specific Medical Conditions.

- We recognise that a long-term medical condition that has a substantial and adverse effect on a pupil's ability to carry out normal day-to-day activities is recognised as a disability.
- We are mindful of our duties under the Disability Discrimination Act 1995. Children who require long-term medicine for a specific condition therefore have an individually drawn up care plan which is drawn up in conjunction with the school nurse or appropriate paediatric consultants.
- If necessary, medical advice is sought and specific training is put in place for the member of staff with responsibility for carrying out the care plan.

Staff Medicines

- These should be securely kept in the staffroom or office, away from the reach of children.
- Staff with on-going medical conditions or who require access to prescribed medication on a regular basis should ensure medicines are securely stored within their working environment.
- At least one additional staff member should be aware of the location of any medication and what action to take in an emergency. It is the responsibility of the staff member taking the medication to inform additional members of staff, the pastoral lead and Headteacher.