



Welton Primary School

Administration of Medicines Policy

Introduction

The following documentation co-ordinated by the Head Teacher in full consultation with the teaching and support staff and Governing Body of this school forms the policy and guidelines for the Administration of Medicines. This policy will be reviewed annually and updated whenever necessary.

Aim

It is the aim of this school to support any child who has medical needs or requires on-going medication during the school day or whenever the child is in our care. Children with medical needs have the same rights of admission to school as other children and cannot generally be excluded from school for medical reasons.

Rationale

The school believes that medicines should normally be given to children at home. Even a medicine to be given three times a day could be administered before school, immediately after school and at bedtime. This view is supported by DFES and The Health Authority.

Parents are requested to bring all other prescribed medication to the attention of the Head Teacher in the first instance. She will then decide on the appropriate course of action and ensure written permission is given. The medical conditions that most commonly cause concern in school are asthma, diabetes, epilepsy and severe reaction (anaphylaxis). The school ensures that appropriate members of staff are given awareness training on a regular basis.

Role of the Head Teacher

The Head Teacher has overall responsibility for implementing the policy and procedures for dealing with medical needs and will make sure that all parents are aware of this policy either at induction meetings or when any child is admitted to the school. Likewise information of this nature will appear each year in the school prospectus.

The Head Teacher will agree with the parent/carer exactly what support the school can provide. The parent and Head Teacher will then complete a written consent form.

The Head Teacher will ensure that appropriate staff receive proper support and training where necessary.

The Head Teacher will ensure that attention is paid to the safe storage, handling, and disposal of medicines.

Role of Teachers and Other School Staff

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention. The Head Teacher will arrange for that teacher to meet with the parent /carer or medical adviser of the child so that full understanding is reached. They will also be made aware what action should be taken if an emergency should arise.

All supply staff will be made aware of medical needs and back up cover will be provided when the member of staff responsible is absent or unavailable.

At different times of the school day other staff may be responsible for these children (e.g. mid day supervisors). They too will be informed accordingly.

Role of parent

Parents are a child's main carers. **They are responsible for making sure that their child is well enough in the first place to attend school.**

Where necessary parents will be asked to provide the Head Teacher with sufficient information about their child's medical condition and treatment or special care needed at school.

They will then, jointly with the Head Teacher, reach an agreement on the school's role in helping with their child's medical needs. Cultural and religious views will always be respected.

Should such an agreement be made the medicine in the smallest practicable amount must be brought to school by the Parent (under no circumstances the child) and must be delivered personally to the school office. Medicines will be self administered in the presence of an appropriate member of staff.

School Staff Giving Medication

Teachers' conditions of employment do not include giving medication or supervising a pupil taking it.

Any member of staff who agrees to accept responsibility for administering on-going /life sustaining prescribed medication to a pupil will have proper training and guidance. The type of training will depend on each individual case.

Short Term Medical Needs

Many children will need to take medication or be given it at some time in their school life. Generally this will be for a short period only e.g. to finish a course of antibiotics or apply a lotion. To facilitate this will minimise the time they need to be off school.

Parents will be encouraged to ask the prescribing doctor or dentists to prescribe dose frequencies that enable it to be taken outside school hours. However, when absolutely essential, parents will be asked to come into school to administrate medication themselves.

Long Term Medical Needs

It is important for the school to have sufficient information about the medical condition of any pupil or any pupil with long term medical needs. The school requests this information when the child is admitted to school or when a pupil develops a condition.

The following information must be recorded:

- Details of the condition
- Special requirements eg. Dietary needs or pre-activity precautions
- Medication and any side effects
- What to do and who to contact in an emergency
- The role the school plays

The school will draw up an appropriate health care plan and maintain a medical register of which all staff will be made aware.

Educational Visits and Sporting Activities

Sometimes the school may need to take additional measures for outside visits and or sporting activities. Staff supervising excursions or sports will be made aware of any medical needs and relevant emergency procedures. In some circumstances the parent or their representative will be asked to accompany the child. In this case a CRB application will have to be made well in advance of any excursion.

Emergency procedures

All staff in school are made aware that it is the Head Teacher or her deputy who calls emergency services in the event of need. When a pupil is taken to hospital by ambulance, he/she will be accompanied by a member of staff who will remain with that child until the parent arrives.

Drawing Up an individual Healthcare Plan

Most pupils at some time have a medical condition that may affect their participation in school activities. For the majority this will be short term. Some may have medical conditions that, if not properly managed, could limit their access to education. In such cases it may be necessary to provide an individual Healthcare Plan which will ensure that school staff have sufficient information to understand and support a child with long term medical needs. These plans will be drawn up in conjunction with the parent and where appropriate the child's other medical carers and they will set out in detail the measures needed to support that child in school.

Welton Primary School will treat the information contained in these plans in confidence and they will use it for no other purpose than to set up a medical register.