



Medicines in School Policy

This school policy is to try to accommodate requests from parents to administer **prescribed** medication where this is necessary for the child to be educated at school. It also recognises that asthma and extreme allergic reactions to certain foods or insect bites are important conditions affecting certain people. Pupils and staff with these conditions are welcome in school and are encouraged to take full part in all activities.

To this end the following procedures must be followed to ensure that all concerned, staff, parents, pupils and where relevant, health professionals are aware of the pupil's condition and what steps have been agreed to manage the condition or are in place should and emergency arise.

Short Term Medication

This is medication, prescribed by a healthcare professional which is needed to allow the pupil to return to school for a few days or whose administration is for 2 weeks or less. An example might be completing a short course of antibiotics, where the dosage is 4 x daily. One dose may be administered either between 11-12noon or 1.15-1.30pm, as indicated on the permission form.

Emergency Short Term Medication

This is medication which parents may approve of for administration as part of a school trip. Examples might be for medication for headaches, insect bites etc.

Long Term Medication

This is medication required to manage a long term medical need, ie, asthma, diabetes etc. where the medication will be required for extended periods.

Request to Administer Medication

The school will only administer medication where a 'Parental request to administer medication form' has been completed by the parent/guardian of the pupil. No medications will be given unless this form is completed. Medication must be clearly labelled with the dosage and timings of administration, in the original packaging as well as the child's name and class. This is recorded on an individual basis.

Medication is to be handed in at the school office to a member of staff by an adult. That member of staff is responsible for putting it into the fridge immediately. No medicines are to be left unattended at the reception counter.

All medicines are to be kept in the fridge in a locked room.

It is the responsibility of the parent/carers to ensure that all medication is in date and in school.

Asthma and Extreme Allergies

The school requests that parents provide a detailed picture of the exact nature of the child's condition and details of the treatment the child should receive if their condition was to deteriorate whilst in school or on a school trip. An Individual Health Care Plan must be completed and reviewed on an annual basis. We request that care plans from medical professionals are shared with school.

A record of all children suffering from these conditions should be kept in school at all times and any incidents relating to their conditions that take place while in school should be recorded. Class teachers should be informed in detail of the child's condition and should know what to do if the child suffered an attack.

The school is to ensure that pupils suffering from asthma have easy access to their inhaler at all times. These are kept in the child's classroom in a red backpack hung in the store cupboards. Children suffering from asthma will have the opportunity to use their medication before and during exercise and their inhaler should be kept near to them whilst exercising.

EpiPens are to be kept in the red backpack hung in the store cupboard. Each child has their own plastic tub with their name on the outside, medication on the inside along with instructions on administering EpiPen and the child's individual care plan. In the event of anyone having an attack an ambulance will be called immediately quoting that it is an anaphylactic emergency.

On all school trips pupils suffering from asthma must take their inhalers with them. Pupils who are known to be at risk from severe allergic reactions must make this known to the organiser and arrange for their medication to be kept by the trip leader.

It may be necessary for a member of staff to undergo specialist training in order to safeguard the health of a particular pupil. It is the Head Teacher's responsibility to arrange such training for the member of staff.

General procedures

Children will be encouraged to administer their own medication under the supervision of a member of staff. Support will be given where required.

In the case of an emergency, the school will dial 999.

It is the responsibility of the parent / carer to ensure that the school is provided with full, written information regarding their child's medical needs.

School hold a "spare" emergency inhaler and EpiPen which is kept in the school office.

It is the parent's responsibility to ensure long term medication is in date and in school.