



1. Introduction

- This policy sets out the procedures which St Just Primary School will follow when dealing with administering medicines.
- This policy includes arrangements for children with medical conditions, such as asthma, diabetes and epilepsy.
- This policy reflects the *Children and Families Act 2014*, with special reference to *Chapter 6, Part 5 – Welfare of children*.
- It reflects the consensus of opinion of all the teaching staff, has the full agreement of the staff and Governors and takes into account the school and local authority policies on Safeguarding, Data Protection and Code of Conduct.

2. Managing Prescription medicines to be taken during the day

- Medicines should only be taken to school when essential, that is where it would be detrimental to a child's health if the medicine were not administered during the school day. We will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber. Medicines should always be provided in the original container and include the prescriber's instructions for administration. A record of when the medicine is administered kept by the Headteacher in her office. A small fridge is also kept there for the storing of medication which must be kept cold. Medication is only administered by the Headteacher or by Mrs Fanelli of the support staff team. If the case of planned absence of both designated staff, a replacement will be arranged; in the case of unplanned absence, the Deputy Headteacher will deputise.

3. Controlled drugs

- Some controlled drugs may be prescribed as medication for use by children. Staff administering medicine should do so in accordance with the prescriber's instructions. The school would look after the controlled drug in a locked container/cupboard. A record will be kept.
- Only staff trained in administration of controlled drugs will administer, in accordance with an agreed Medical Care Plan.
- Asthma inhalers are kept in class and monitored by class-based staff.
- In all cases, the responsibility to ensure that medication is in date, and to replace it in time, if out of date, remains with parents.

4. Non prescription medicines

- If parents /carers wish non-prescription medicines to be administered in school, parents/carers must contact the Headteacher.

5. Administering medicines

- No child at school should be given medicines without the parent's written consent. Designated administrators should check:
 - The child's name
 - Prescribed dose
 - Expiry date
 - Written instructions provided by the prescriber on the label or container

- If in doubt, staff should not administer the medicine and should check with parents/carers or a health professional before taking further action.
- Agreed staff should complete and sign a written record each time they give medicine to a child or witness self administration. We recommend that dosage and administration be witnessed by a second adult.
- We encourage children to take responsibility to manage their own medicines when suitable.
- Children with a long term illness should, wherever possible, assume complete responsibility for administering medicines; this will also be detailed in the Medical Care Plan.
- If a child refuses to take their prescribed medicine, staff should not force them to do so and should note this in records. Parents should be informed immediately.

6. Record Keeping

- Parents are to fill in the Parental Agreement for School to Administer Medicines before a member of staff will administer any medicine to a child. Copies of this form will be kept in the Headteacher's office.
- Children with asthma inhalers will need a record booklet which witnessing staff must complete when inhalers are taken.
- School will keep a record of all pupils for whom medication may be needed.
- Children with a long-term illness/medical condition will have a Medical Care Plan agreed with the child, parent/carer, school and any relevant agencies.

• 7. Medical Conditions

- Children with medical conditions will be supported in school, and adjustments to their school day will be taken into consideration.
- Staff will take measures to ensure these children and others are not put at risk.
- Individual health care plans will be agreed by parents, school and appropriate medical staff.
- Staff will be trained when necessary to be able to administer medicines.
- Emergency procedures will be identified and agreed for any children with a medical condition.

8. Educational Visits

- The school will always consider what reasonable adjustments it will take to enable children with medical needs to participate fully and safely on visits. This may include a risk assessment for such children. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures. The school is committed to ensuring that children with medical conditions access all educational visits, including residentials, wherever possible.
- An identified adult accompanying the trip will be responsible for medication and recording administration.

9. Sporting activities

- Some children may need to take precautionary measures before or during exercise and may need immediate access to medicines such as inhalers. Staff should be aware of relevant medical conditions and any preventative medicine that may need to be taken (see record keeping).

10. Roles and Responsibilities

- Parents / carers

It only requires one adult with Parental Right to agree or request that medicines be administered; in the case of Looked After Children a foster carer may submit a request with agreement of the Local Authority keyworker.

- Headteacher

The Headteacher is responsible for day to day decisions with regard to medicines, or in her absence the DHT/SENDCo. It is the Headteacher's responsibility to ensure all parents and staff are aware of this policy and procedures for dealing with medical needs.

11. Storing medicines

- Medicines should be stored in accordance with product instructions and in the original container.
- Children should know where their medicines are stored – all non emergency medicines will be kept in the locked medicines cupboard in the main office, not accessible by children. All emergency medicines such as inhalers and adrenaline pens are kept in the child's class store room in a container, clearly labelled and will be readily available.
- Any prescribed medicines will be kept, clearly labelled, in the 'Medicines Refrigerator' which is located in the Headteacher's office.

12. Defibrillator

The school has a defibrillator which is stored in a special cabinet. Training in its use is currently being organised.

This policy should be reviewed every 2 years or at change of circumstance or staffing.