




Medicines in School Policy Nov 2016

Policy Review Details	
This policy will be reviewed by the governing body on an annual basis	
Date of Issue: Nov 2016	
Governor Signature	Headteacher Signature 
Date of next review: Nov 2017	

Rationale

Children should be given every opportunity to achieve regular attendance in school. Clear and agreed systems should ensure that all children, irrespective of whether they require medicine, should be able to achieve this.

Aims of the policy

- Ensures the safe use and storage of medicines in the school
- Ensures the safe administration of medicines in the school
- Gives clear structures and guidelines to all staff regarding the administration of medicines in school hours
- Clearly defines the responsibilities and the staff
- Enables staff to see where their responsibilities end
- To work alongside our 'Supporting Pupils with Medical Conditions' policy

Guidelines

New staff to the school are to be given a copy of this policy when they are appointed as part of their induction programme. The policy is to be regularly reviewed and updated in coordination with the schools Governing Body. Medicines should only be brought into school when it is essential. That is, when it would be detrimental to a child's health or school attendance if the medicine were not administered during the school day. Many children will need to be able to take medicines during the day at some time during their time at school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However such medicines should only be brought to school where it would be detrimental to a child's health if it were **not** administered during the school day.

Medicines in School

What can be administered?

In school we will administer medicines that are prescription medicines. All medicines must be clearly labelled with the child's name and class. Medicines will not be administered unless we have the written permission of parents. Medicines permission forms are available from the school office or the child's class teacher (see appendix 2).

In the event of a child coming into school with medicines without a permission slip, we will attempt to gain consent for administration over the phone. If we are unable to contact parents this way then the medicine will not be administered.

It is helpful, where clinically appropriate, if medicines can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents will be encouraged to ask the prescriber about this. Medicines that need to be taken three times a day should be taken in the morning, after school and at bedtime.

After administering medication to a child, the adult must record in their class medication log (See Appendix 3). This log will be monitored on a termly basis to ensure that any patterns or concerns are noted.

ANTIBIOTICS

We can administer antibiotics that are required *four times per day only. We can only administer ONE dose of an antibiotic during the school day. *See exception below for after school club children.*

ANTI-HISTAMINE

We can administer anti-histamines in school. We will administer these medicines as stated or when required.

COUGH MIXTURE/THROAT LOZENGES

We can administer prescribed cough mixture and throat lozenge in school. We will administer these medicines as stated or when required. Children should not be sucking on throat lozenges unsupervised.

ASPIRIN/IBUPROFEN/ PARACETAMOL e.g. Calpol

No child will be given a medicine containing these, unless it has been prescribed by a doctor. Parents will be required to give their written consent.

CREAMS

We can administer creams for skin conditions such as eczema. HOWEVER, staff must not rub cream onto a child's body, unless agreed with the parents. With agreement, application of these creams must be made under the observation of another adult.

Storage of Medicine

All medicines are kept as appropriate in the classroom or staffroom fridge. The medicine will be clearly labelled with the child's name and dosage. The parental permission form will be kept with the medicine.

Medical Forms

At the beginning of every academic year, a medical information form will be sent out. This information will be entered onto the central school database and be used to update all existing records. All teachers will also review their own individual class records and update with any new medicines (See appendix 1)

Ongoing Medication

Children may suffer from an ongoing condition, where medication may need to be administered on a more regular basis. These conditions may include the following:

Asthma

Children will have immediate access to reliever medicines. Pupils in Early Years and Key Stage One will have their medication stored in a labelled box which is accessible to both teachers and children. Pupils in Key Stage Two will be encouraged to become more independent and will store their inhalers in their own trays. These children will be encouraged to access their inhalers when required and will be responsible for informing the teacher when medication has been used.

Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler. The class teacher will hold this separately in case the pupil's own inhaler runs out, or is lost or forgotten. All inhalers must be labelled with the child's name by the parent/carers. (For further detail see Asthma Policy)

Epipens and anaphylaxis shock training

Some children require Epipens to treat the symptoms of anaphylaxis shock. Epipens are all kept centrally in the locked medicines cupboard in the KS1 shared area. Staff receive training on the use of Epipens. Records of these children are updated annually through the medical forms and class records.

Conclusion

The administration and organisation of prescribed medicines is taken very seriously at Ellenbrook Primary School. There is an annual review of systems that are in place in this policy. Adjustments are made immediately if necessary. Children with more serious/chronic or life limiting medical conditions will have a detailed health care plan. Children who need hygiene care will have an intimate care plan

** Children attending Ellenbrook after school club who need antibiotics 3/4 times a day may have their second or third dose administered by club staff. Arrangements must be made in writing to the office and the club leader.*

Appendix 1- Medical Form *(taken from section 3 of Ellenbrook's Admission document)*

DOCTOR'S NAME: _____ TEL NO: _____

SURGERY ADDRESS: _____

BROTHERS and SISTERS IN SCHOOL (at the date your child will be admitted):

NAME: _____ YEAR GROUP: _____

RELEVANT MEDICAL AND/OR SPECIAL EDUCATIONAL NEEDS INFORMATION:

(NB: IT IS ESSENTIAL THAT PARENTS NOTIFY SCHOOL OF ANY CHANGES TO MEDICAL AND/OR SPECIAL EDUCATIONAL NEEDS INFORMATION).

PREVIOUS NURSERY/ SCHOOL ATTENDED:

NAME: _____ TEL. NO: _____

NAME: _____ TEL. NO: _____

DINNER ARRANGEMENTS (please tick one): ALL Nursery Children have school meals.

School meal free School meal paid Sandwiches Home
Is your child vegetarian? Yes/No

ETHNIC BACKGROUND:

Ethnic Origin (e.g. British, Chinese, Indian etc) _____

Home Language (e.g. English, Urdu etc) _____

Religion (e.g. Christian, Jewish, etc. or No Religion) _____

BIRTH CERTIFICATE seen by Admissions/School (This Section to be completed by school)

Signed: _____ Date: ____/____/____

SIGNATURE OF PARENT: _____ DATE: ____/____/____



Appendix 2

Medicine Administration Permission Form

Ellenbrook Primary School
Medicine Administration Permission Form

Date:		
Child's Name:		
Name of Medication:		
Prescribed Dose:		
Directions		
Time to be Given:		
Period of Authorisation:	From	To
Parent/Guardian Signature		

