



## ST. ANDREW'S CE PRIMARY SCHOOL

### Medication Policy

This policy is written to provide a sound basis for ensuring that children with medical needs receive proper care and support at our school.

Parents, as defined in the Education Act 1944, are a child's main carers. As such, they are responsible for making sure that their child is well enough to attend school. If the Headteacher believes a child to be unwell she will ask parents to collect them from school. This policy is designed to describe procedures for pupils who are well enough to attend school with some medical support.

#### Short Term Medical Needs

Many pupils will need to take medication (or be given it) at some time in their school life to minimise the time that children need to be off school. However, medication should only be taken in school when absolutely essential. It is helpful, if medication can be prescribed in dose / frequencies which enable it to be taken outside school hours. Parents are requested to consult their doctor about this.

We are willing to administer, and supervise pupils' self-administration of, prescribed or non-prescribed medicine during the school day, where parents or their representative are unable to come into school themselves.

The Headteacher accepts responsibility for volunteer staff, who are indemnified by Oxfordshire County Council for this purpose.

It is considered good practice to allow pupils to manage their own medication from a relatively early age. Parents will need to sign a form giving permission for this, and staff will supervise. This medication is to be stored as other medicine in school.

There is no legal duty which requires school staff to administer medication; this is a voluntary role.

Volunteer staff agree to administer medication to children under the following conditions:

- A parent has personally requested this, and delivered the medicine to school. Medicine should never be sent in with a child.
- No medicine, prescription or non-prescription can be administered without signed parental permission.
- A child under 12 should never be given aspirin, unless prescribed by a doctor.
- Details of the medicine to be taken, including dosage and timings, are to be entered onto a medicine card by the parent and signed by the parent. No medicine can be given other than that detailed (dosage and time) on the card.
- Parents are requested to alert staff to any anticipated side-effects.
- The medicine is kept, either in the fridge or in marked boxes in the school office, together with the medicine card. Children are not allowed to keep medicine on their persons or in the classrooms. (with the exception of asthma inhalers which should be available to the child at all times.)
- Although every effort is made to remind children to come to the office for their medicine, this remains a voluntary arrangement and staff cannot be held responsible for missed doses. Similarly if pupils refuse to take medication, school staff will not force them to do so.

Staff will check:

- The pupil's name
- Written instructions provided by the parents or doctor
- The prescribed dose
- Expiry date

If in doubt about any of the procedures the member of staff will check with the parents or a health professional before taking further action.

Staff will:

- enter the date, time and amount of medicine given on each occasion on the medicine card to form a record of administration of medication within school.

Where possible the dosage and time will be witnessed by another adult which is good practice

### Long Term Medical Needs

It is important for us to know about any medical condition of our pupils to ensure that their medical needs are adequately supported as this can have a significant effect on their academic attainment and emotional and behavioural well-being.

It is helpful for pupils with such needs to have a written care plan involving the child's parents and relevant health professionals, including the School Health Nurse.

### Epipens

Children who have been diagnosed as allergic to nuts and other substances will have an Epipen in school for use if they should need adrenalin to be administered. Some teaching staff, TAs and Administration staff have received training under the direction of the School Nurse for this. These staff are indemnified by Oxfordshire County Council for this function. Only staff who have been trained should administer this drug.

Epipens are kept in the staffroom in clearly marked boxes, with a photograph, for each child. There are photographs of the children concerned in the dining hall.

### Inhalers

Children who use inhalers should have access to them at all times. They should be easily accessible for the child but kept safe from other children. Each classroom should have a place for the safe storage of inhalers. Classrooms should not be locked during play and lunch times, as these are the times when children most often need to use their inhalers. At playtimes children should be allowed to take their inhalers out with them or to return to the classroom, accompanied, to retrieve them

### Trips and Outings

It is good practice to encourage pupils with medical needs to participate in school trips, wherever possible.

Teachers should ensure that they take any epipens, inhalers or medicines that may be required by children whenever they leave school premises on a school trip or outings. Teachers must ensure parents complete the Medical information Sheet prior to a residential trip

### Sporting Activities

Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. For many pupils, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a pupil's long term ability to participate in PE should be included in their individual health care plan.

Some pupils may need to take precautionary measures before or during exercise and will need to be allowed immediate access to their medication as necessary. Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures

At swimming lessons or sports events inhalers, epipens etc should be kept somewhere where they will be easily accessible if required - for example at the poolside.

Signed: *Simon Pollard* (Chair of Governors)

Date: July 2017

Review date: July 2018