



Dunstone Primary School

Medical Needs and Medicines Policy

Approved by the Board of Governors: 15th June 2016

Review Date: June 2019

PURPOSE

To ensure that children with medical needs receive proper care and support in the school setting. To ensure that clear procedures are in place for the safe storage, handling and administration of medicines. To provide clear guidelines to enable parents and staff to work together so that children with medical needs attend school regularly.

SUPPORT AND CARE OF CHILDREN WITH MEDICAL NEEDS

Close co-operation between the school, parents, health professionals and other agencies is essential so that each child can have a successful and fulfilling school experience where they are cared for, stay safe, enjoy and achieve. Children with long term medical needs are identified and known to all staff. For children who attend hospital appointments on a regular basis, special arrangements and liaison with the hospital school may be necessary. Some children will need a written health care plan involving the parents and relevant health professionals to ensure that staff are aware of their specific needs and what to do in an emergency. Where children have specific needs, training and advice will be arranged with local health professionals.

PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY

Storage, administration and handling of Medicines:

For safety reasons, all medicines with the exception of asthmatic inhalers and eczema creams are stored in the school office or staffroom. Asthma inhalers and eczema creams are stored in the each classroom. All medicines are handled by adults only, with the exception of asthma inhalers belonging to children whereby they administer the inhalers themselves. Children needing to apply eczema creams may apply these themselves under adult supervision. If the child needs assistance to apply creams, written permission will be required. Parents are asked to deliver any medication to school via the school administrator and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental consent, are appropriately named and in the original dispensed container are allowed in school.

Timing of Administration of Prescribed Medicines:

The designated member of staff for assisting with the administration of medicines will administer the medicines as prescribed at the appropriate time. This varies as some need to be taken with food, whilst others have to be taken an hour before food. Children requiring eczema creams, asthma inhalers, epipens, diabetic glucose or insulin will have these administered as required. The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

Parental Authorisation Forms:

Before medication can be given in school, parents must complete the appropriate authorisation for administering medicines in school form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the School administrator. For children who have extreme eczema, Parents must also write a letter specifically giving their consent for eczema creams to be applied by adults in the school.

Non-prescribed Medicines:

It is the school's general policy that medicines that have not been prescribed by a doctor or dispensed by a chemist such as cough lozenges, hayfever or travel sickness tablets will not be administered by staff and are not to be brought to school. The headteacher may decide to allow staff to administer non-prescribed medicines in exceptional circumstances eg pain relief for broken limbs.

Monitoring of Administration of Medicines:

When a child receives prescribed medication in school, details of the time and date are to be recorded in the Administration of Medicines log.

Administration of medicines on school trips:

On school outings or residential trips, administration of prescribed medicines will be the responsibility of a designated member of staff. Parents must have completed an authorisation form in advance of the trip and give the medication to the teacher in the original dispensed container, together with any information about administration or possible side effects. (Asthma and eczema creams would be taken from school and already have parental consent). Administration of these would need to be recorded in the Administration of Medicines log.

School responsibilities:

The school will store medicines safely and supervise appropriate administration in line with the prescriber's instructions and parental consent. If the administration of medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional. Training will depend on individual cases. The school will liaise with the school nurse for advice as necessary.

Parental responsibilities:

It is the responsibility of parents to ensure that a parental consent form is completed whenever their child requires medication at school. Parents must also ensure that asthma inhalers and eczema creams held in school are in date. Parents must also inform the school of any possible side effects from medication that their child is taking. Parents must ensure that medicines that are brought into school are in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Parents must ensure that asthma inhalers taken to football matches etc are returned to school. Parents must dispose of any out of date medicines.

Confidentiality

All information regarding an adult or child's medical needs and medication will be treated in confidence by the school.