

## **GOOSEWELL ACADEMY**

### **POLICY ON THE ADMINISTRATION OF MEDICINES IN SCHOOL**

#### **Introduction**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

In cases of sickness and diarrhoea, children must be free of symptoms for 48 hours before returning to school.

#### **The Role of Staff**

Teaching staff are not required to administer medicines to children. Those members of staff who volunteer to administer medicines or administer medicines as part of their role within school for conditions such as asthma, diabetes and use of epi-pens must receive appropriate training.

The administration of some medicines in tablet form will be administered by staff (as part of their role) if parental consent has been given.

Goosewell Academy fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following School guidelines.

#### **Prescribed Medicines and Non-Prescribed Medicines**

- Medicines should only be brought into 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.
- The school will only accept medicines that have been **prescribed** by a doctor, dentist, nurse practitioner or pharmacist and have a dispensing label. Medicines should always be provided in the original container as dispensed by a pharmacist and include the child's name, prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet at an appropriate First Aid station within school or in the medical room. Details of the medication administered is recorded.

#### **Controlled Drugs**

The school will not look after prescribed medicines that are scheduled under the Misuse of Drugs Act. Children who require a controlled drug must be prescribed one that does not require administration during the school day.

In such cases only one dose should be given to a child during the day. Details of the medicine administered must be recorded. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

#### **Administering Medicines**

Normally medicines will be kept under the control of the school office unless other arrangements are made with the parent. A record of all medicines administered to children by staff will be kept in the Medical room. This must be completed on each occasion that medicine is administered to a child.

When a child refuses to take medication, the parent should be informed the same day.

## **Administration of Medicines on Trips and Visits**

*Please read in conjunction with School Educational Visits (EVOLVE) - staff guidance 2019*

Goosewell Academy will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it is the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

## **Self-Management of Medicine**

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. epi-pens and carry and administer asthma inhalers where appropriate.

## **Children with Long-Term or Complex Medical Needs**

Where a child has a long-term or complex medical need the school will draw up an independent health care plan (IHCP) in consultation with parents and relevant health professionals.

## **Access to the School's Emergency Procedures**

In the case of an emergency the school's emergency procedures as outlined in the Health and Safety document will be followed.

## **Further Information and Guidance**

Further information and guidance are contained within the DfES and Department of Health guidance: Supporting pupils at school with Medical Conditions (September 2014. Updated August 2017).

**Reviewed annually**

## **ADMINISTRATION OF MEDICINES IN SCHOOL – INFORMATION FOR PARENTS**

### **Introduction**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents retain the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Children should be kept at home if they are acutely unwell and in the case of contagious diseases only return when they are no longer infectious.

### **Prescribed Medicines**

- Medicines should only be brought into 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.
- The school will only accept medicines that have been **prescribed** by a doctor, dentist, nurse practitioner or pharmacist and have a dispensing label. Medicines should always be provided in the original container as dispensed by a pharmacist and include the child's name, prescriber's instructions for administration and dosage. All medicines provided by parents will be securely stored in a locked cabinet at an appropriate First Aid station within school or in the medical room.

### **Non-prescribed Medicines**

Staff are not able to give non-prescribed medicine e.g. paracetamol to a child unless there is specific prior written permission from the parents. In such cases only one dose will be given to a child during the day. Details of the medicine administered is recorded.

### **Administering Medicines**

Medicines are located in a locked cupboard in the medical room or at key First Aid points around the of the school unless other arrangements are made with the parent. When a child refuses to take medication the parent will be informed the same day.

### **Administration of Medicines on Trips and Visits**

Goosewell Academy will make all reasonable adjustments to ensure that children may take a full part in all aspects of the curriculum. Where a child requires medication to be administered on a trip or visit it will be the responsibility of the trip or visit organiser to assess the practicalities of administering such medicine as is required.

### **Self-Management of Medicine**

Children are supported and encouraged to take responsibility for managing their own medicines from an early age. Children may carry medicine e.g. epi-pens and carry and administer e.g. asthma reliever where appropriate.

### **Children with Long-Term or Complex Medical Needs**

Where a child has a long-term or complex medical need the school will draw up a health care plan in consultation with parents and relevant health professionals.