

# Medicine Policy

## Introduction

At Mayfield Preparatory School, we support the need to ensure that children with medical needs, long or short term, receive appropriate care in school. This policy applies to all pupils in the school, including those in the Early Years Foundation Stage.

*Medicines should only be taken to school when essential; that is where it would be detrimental to the child's health if the medicines were not administered during the school day.*

*Staff will accept dispensed prescription-only medicines; which have been prescribed by a doctor, dentist, pharmacist, prescriber or nurse prescriber.*

(taken from DfE and DoH guidance, March 2005)

If a child is registered with a GP practice in Walsall, then a medication such as paracetamol may have been issued under the 'Pharmacy First Scheme'. This is where a suitably trained registered pharmacist may provide advice and medication to a patient should they meet a specific criteria. In this case the medicinal item provided will have a dispensing label on with clear dosage instructions and can then be administered at school.

This is a local service that helps to support the health and well being of local Walsall residents with minor ailments without them having to book a GP appointment.

## Purpose

The purpose of this policy is to;

provide clear definitions of roles and responsibilities, and,

outline procedures to be adopted for the care and well-being of all pupils.

## Parental Responsibilities



Parents should provide full information about the child's medical needs when the child joins school, or as the medical need arises.

Long term medical needs, e.g, asthma should be clearly identified, and arrangements for treatment discussed with the Head Teacher. This information will be recorded on the Health Care Plan. This plan should be reviewed and updated at least annually. Should there be any change in medication regime or diagnosis then the treatment plan should be reviewed as soon as possible with the parents and Head Teacher.

Parents should ensure that the child is well enough to attend school and refrain from sending them when they are unwell.

Parents should follow the agreed procedure (see procedure flowchart) in the event of their child requiring medication to be administered by the school staff, and are responsible for its safe transportation to and from the school each day.

Parents are responsible for the provision to school of in-date medication, e.g, inhalers to treat long term medical conditions.

Parental consent is obtained for each administration of medicine and that there is a record that this has been given.

### Head Teacher's Responsibilities

The Head Teacher will ensure that all parents and staff are aware of the policy and procedures for dealing with medical needs.

The Head Teacher will ensure that systems for sharing information will be followed.

### Responsibilities of Staff Administering Medicines

Staff members who agree to accept responsibility for administering prescribed medicines (except inhalers) will have



first aid training and will follow agreed procedures for recording the administration of medicines.

Such staff will receive training in safe administration of medicines from a health care professional.

### Medicines on Educational Visits

We are keen to encourage children with medical needs to participate in safely managed visits. Reasonable adjustments will be made to enable children with medical needs to participate fully and safely on visits.

Health care plans for class members should be consulted at the time of organizing the visit. Class teachers and accompanying first-aiders will together be responsible for the transportation and administration of any medicines required for individual pupils.

### Safe Storage of Medicines in School

Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be made readily available to children and should not be locked away.

A few medicines need to be refrigerated such as liquid formulations of antibiotics. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. They should not be stored in the doorway of the refrigerator as the temperature varies in this area as the door is opened, nor at the very back where there is a chance of freezing. In the middle of the shelf is



the ideal location. The fridge temperature should be between 2 and 8 degrees.

#### Staff taking medication/other substances

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

Procedure for the Administration of Medicines in School  
(see flowchart on next page)



## Procedure for the Administration of Medicines in School

(long term arrangements)

Child has long term medical need requiring the administration of medicine to avoid a detrimental effect on the child's health.



Parents complete Health Care Plan and copies are retained in Pupil Information file, and Medicine Administration file.



Parents provide sufficient in-date medication as appropriate to condition, and complete **Form** to consent to school administering relevant medicine.

When medicine/inhalers are administered, this is recorded in Medicine Administration file and reported to parents.



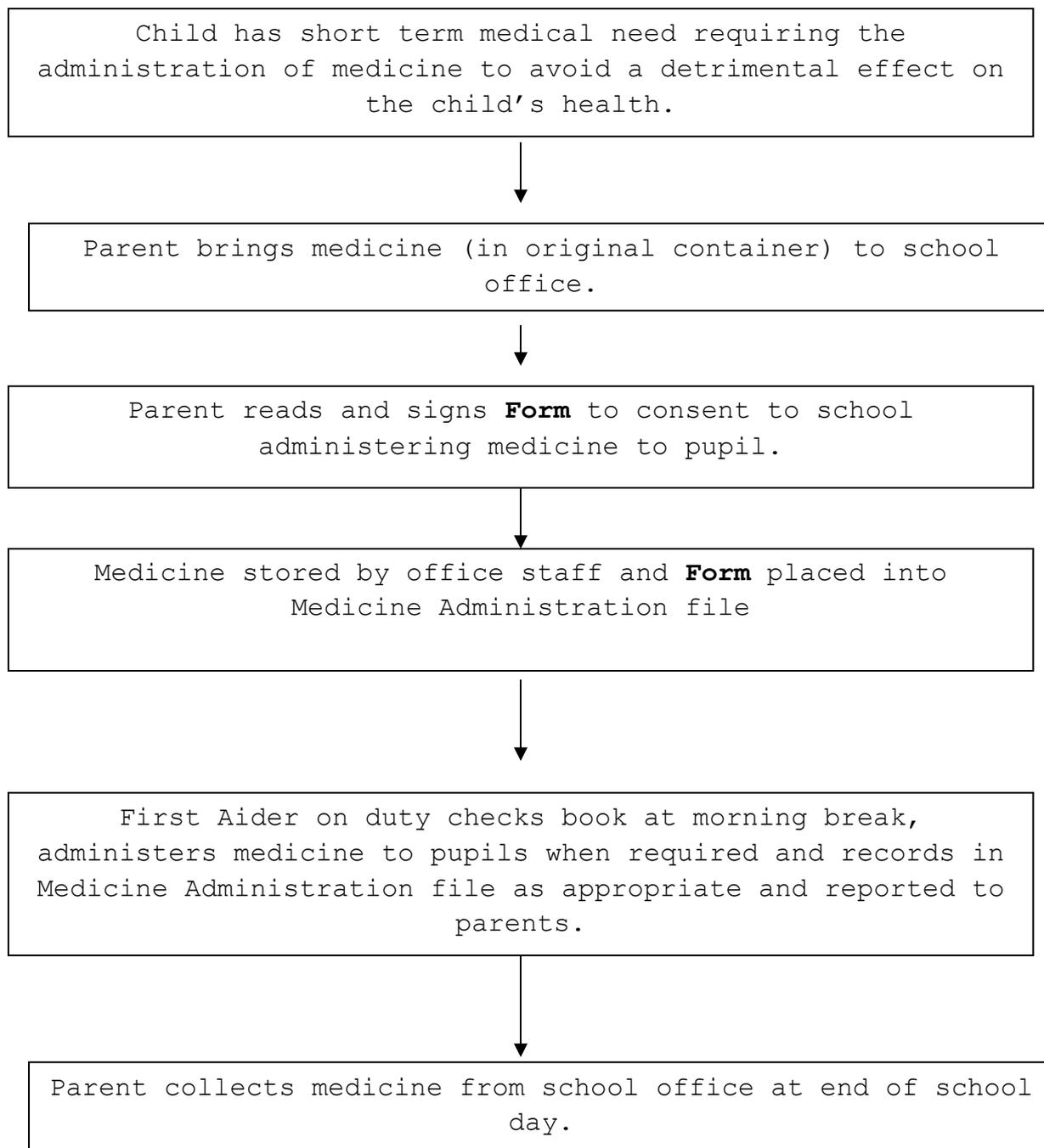
Medical information should be reviewed at start of new academic year, and parents ensure that staff are kept up to date with the pupil's medical condition.



Inhalers for asthma should be kept in the classroom, or within easy access for pupil use.



Procedure for the Administration of Medicines in School  
(short term arrangements)



**Reviewed : February 2017**

**Review date: February 2020**

**Head Teacher : Matthew Draper**

**Chair of Governors : June Aubrook**