



## CAMPTON LOWER SCHOOL

### A POLICY STATEMENT FOR MANAGING MEDICINES IN SCHOOL

(Policy based on latest Local Authority "Guidance on managing medicines in schools and early years setting" August 2008)

#### **Aim**

At Campton Lower School, we aim to support children's medical needs in school in order that all pupils can attend regularly and experience as full a curriculum as possible.

#### **Children with medical needs**

- Long-term medical needs will be supported by individual Care Plans, which have been agreed by parents and the school and which have benefited from input from Health Service personnel. Best practice is that all care plans for medical needs are drawn up with health, education and parents.

#### **Short-term medical needs**

- Parents should try to ensure, if at all possible, that children take prescribed medicines either before coming to school or after returning home.
- Prescribed medicines must be provided in the original container as dispensed by the pharmacist and must include the prescriber's instructions for administration and the pupil's name.
- Parents must always sign an indemnity form if they are asking the school to administer prescribed medicines. See Appendix 1. This form must be signed before any medicine can be administered. The only exception will be when another adult brings the medicine in on the first day. In this case, an authorisation letter, signed by the parent, must be received by the school before any medicine is administered. An indemnity form will then be sent home with the medicine for the parent to return to school the following day. Alternatively, an indemnity form can be printed from the school's learning platform.
- Any prescribed medicine will be administered by a trained first aider who will sign the indemnity form and note the time at which the medicine was administered.
- Prescribed medicines, **with the exception of emergency medication such as Auto injectors**, will be locked in the 1<sup>st</sup> Aid cabinet in the Waiting Room by school staff, or will be kept in a fridge which is accessed by staff only. Emergency medication such as Auto injectors must never be kept in a locked cupboard.
- Any pupil who has been prescribed an inhaler, will receive a red book in which details of inhaler use will be noted by a trained first aider. In order that parents can monitor their child's inhaler usage the book will be sent home with the pupil after each entry in school time for parents to sign and return to school.

- Inhalers will normally be kept in the classroom cupboard but will be taken out and in the first aider's charge for any trip off-site, including for swimming lessons. If a child has a severe asthma problem, procedures will be adapted to that the inhaler can follow the child at lunchtime and during P.E. sessions.
- Parents should be aware of any expiry dates for medicines, including inhalers and provide updated stocks as appropriate.
- Children should not carry or take their own medicines unless an exception has been made (e.g. for severe asthma) or unless this child is the subject of a Care Plan.
- If a child refuses to take a prescribed medicine, staff should not force the child to do so but must note this on the Indemnity form and get the School Office to contact the parent as soon as possible.
- If any medicine is needed for administration at home, parents, child-minders or an adult named in writing by the parent must collect the medicine from the School Office. No child will be allowed to take their own medicine home with them.
- All medicines must be signed in and out of the School Office by an adult.

### **Non-prescribed medicines**

- If a parent wants their child to have a non-prescribed medicine e.g. Calpol they should arrange to come to school to administer the medicine themselves – normally during the child's lunchtime.
- Cough/sore throat pastilles are non-prescribed medicines so parents should likewise arrange to come into school to administer these themselves. Should this not be possible, sips of water are always available to sooth a 'tickly' throat.

### **Adult medication in school**

- Any medicine brought into school by an adult (either a member of staff or a volunteer) must be kept well away from all children. This is particularly important in the younger classes.

Date policy agreed \_\_\_\_\_

Signed \_\_\_\_\_

Date of Commencement of the Policy	May 2015
Date of Endorsement by the Governing Body	May 2015
Date to Review	May 2017

