Cranham Church of England (VA) Primary School

Medication Policy

Title:	Medication Policy
Status:	APPROVED
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Chair of Governing Body:	Mrs Nicki Clapton
Headteacher:	Mrs Sarah Scott
Responsible Governor:	
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Introduction

We understand that there will be times when parents will need to arrange for us to administer medicine to their child during the school day. When these requests are received it is necessary to ensure appropriate arrangements will be made to safeguard both staff and children.

General Guidance:

The administration of medication to children is the responsibility of parents. It is important to recognise that school staff are under no obligation to administer medication to pupils in school, unless this is stated in their job description.

When the prescribed dosage of medicine is required to be taken during school hours, we may ask your permission to seek advice from your GP or school nurse if administration of medicine during school hours may prove difficult.

The Headteacher will ensure any staff undertaking duties concerned with the administration of medicine in school, within the terms of their job description, have received appropriate information and training to undertake these duties. The Headteacher will continue to take full responsibility for the administration of medication within the school.

The school has adopted the DfE guidance 'Supporting Pupils at School with Medical Conditions'

School Procedures:

The main sets of circumstances where administration of medication can be requested by parents are as follows;

- Cases where pupils with short term illnesses are well enough to return to school but are receiving a course of prescribed medication such as antibiotics.
- Pupils who suffer with Asthma
- Cases of chronic illness with complex health needs such as epilepsy, diabetes, anaphylaxis etc

The GP will be best to advise if a child is fit to return to school after a period of illness.

Parental Responsibilities:

Parents will, wherever possible, administer or supervise the self- administration of medication to their child. This may mean that the child will need to go home during the lunch break or the parent visiting the school. Where this is not practicable, parents may request for the medication to be administered to the child in school.

This request by parents must be made by completing the 'Agreement for Administration of Medication Form' which can be requested from the school office. If a parent refuses to complete the form, the Headteacher will make it clear that the school is not prepared to administer the medication.

All medication must be delivered to school:

1. By the parent where possible
2. In the smallest practical amount
3. In the original container, clearly labelled with the contents, child's name, dosage and other instructions.

The member of staff administering the medicine will read all of the information provided by the parent and will call the parent to seek clarification if needed and advise if they are unable to administer the medicine. Parents should ensure their child is familiar with the dosage and subject to age and physical and mental capacity, is able to self-administer the medication with adult supervision.

If changes in dosage are made, then school must be notified in writing by parents. Renewal of medication which has passed the expiry date is the responsibility of the parent. Expired medication must be collected from school by parents within 7 days of the expiry date. The school will contact parents if the medication has not been collected in this time.

Prescribed Medication:

Where medication is to be administered by the school, the Headteacher will ensure that a named person is responsible for the medication and that the member of staff is fully trained to undertake the responsibility.

For long term illnesses, the school will work with parents to develop an individual health care plan. If medication is required as a result of this then the medication form must be completed and kept with the plan to allow signatures when medication is given.

A written record will be kept by school for all medication that is administered in school to a pupil. This will be kept with the instructions given on the medication form and completed by the responsible member of staff administering the medication. This form will be kept for a period of 5 years.

Where a number of pupils require medication to be administered, the classroom TA will communicate with the member of staff responsible for administration of medicine for monitoring and recording of routines.

All information regarding medication should be renewed in writing at the start of every new school year if it is to be continued. If there are any concerns in regards to reactions to the medicine, medical advice must be sought immediately.

In certain cases, where necessary, emergency supplies of medication will be stored in school but only in a single dose, named patient basis. In this case, specific training on how and when to administer will be sought from the Health Authority.

Review of individual long term cases will be done so in liaison with parents and the GP involved in the individual's care.

In no circumstances should school staff administer prescribed medicine on their own initiative.

Non-Prescribed Medication

In circumstances where pupils suffer headaches, menstrual pains or toothache, the Headteacher or another member of staff may be asked to provide a mild analgesic (e.g paracetamol) to relieve pain. If a child suffers regularly from frequent pain, parents will be encouraged to refer the matter to the child's GP.

Analgesics will only be given to pupils under the age of 16 when parents have given permission in writing to do so. Circumstances for which the Headteacher may need to ask parents' permission would include residential visits organised by the school. In this case, the first aider will be given authorisation to issue medication and will keep a record of issues such as pupil name, time, dosage given and the reason.

Preparations of paracetamol designed specifically for children under 12 will be kept in a secure place during residential visits and not in First Aid boxes.