

# Old Leake Primary and Nursery School



## Old Leake Primary and Nursery School

The aim of this policy is to help children with particular medical needs and their families towards an appropriate and safe procedure for managing and administering medicines in school.

The Headteacher is responsible for implementing the policy on a day to day basis and should ensure that procedures are understood and adhered to and that appropriate training is provided where necessary. In addition, the Headteacher will be responsible for ensuring that there are effective communications and consultations with parents, children and health professionals concerning pupils' medical needs.

A growing number of children need to take medicines while at school or need support because of their special medical needs. The major role for caring for a child rests with the parents or guardians and it is their responsibility to manage the child's health and to ensure attendance at school. However, the school asks that parents give information about their child's medical condition, the treatment he or she will need at school and any special needs or conditions that apply.

### Teaching and Non-Teaching Staff

There are no contractual requirements on members of staff to administer or supervise medication or support to a child's medical needs. **Any involvement is entirely voluntary.** However, it is possible for a member of the support staff to have a contract which actually specifies support for a child's medical needs.

At Old Leake Primary and Nursery School it is the policy for a recognised first aider to administer medicines which are brought into school. Medication should only be in school when absolutely essential. Medication prescribed three times a day will not be given in school as the recommended dosage can be taken before and after school. However, medication will be administered if the dosage is 4 times a day. Parents are however welcome to come into school at lunch time if they wish to administer the medicine themselves outside of these arrangements. Parents must complete a medication consent form which is kept in the school office before any medication can be administered by staff.

### Record-Keeping

Record-keeping is vital for staff and pupil safety. A daily record is to be kept of all medicines administered to pupils at school. The medication must be clearly marked with the child's name and daily dosage required. Where a child needs two or more prescribed medicines, each

should be in a separate container. Completed parental consent forms are kept in the school office/child's personal record.

### **Storage**

All medicines will be kept in a locked drawer in the school office. Pupils should know where their own medication is stored and who holds the key.

A few medicines, such as asthma inhalers, must be readily available to pupils and must not be locked away. Inhalers are usually made easily accessible by the child's class teacher but in some circumstances older children (Y5-Y6) may have responsibility for their own inhaler.

**The school has a separate policy for looking after children with asthma.**

### **Non-Prescription Medicines**

Should pupils need painkillers (e.g for a migraine, period pain etc) the school will consider an agreement with parents where the parent authorises and supplies the medication and the school supervises the child. Again, a medication consent form must be completed. Parents must be notified at the end of the day if a child has taken such medication during school time.

### **Disposal of Medicines**

School staff should not dispose of medicines. Parents should collect medicines held in the school at the end of each term. Parents are responsible for disposal of date expired medicines.

### **Visits**

Staff should ensure any medication (i.e prescribed or inhalers) are taken on all visits or excursions off site.

September 2015