

SCAPEGOAT HILL J & I SCHOOL

MEDICINES IN SCHOOL POLICY

Introduction

At some point in their school lives all children will have a medical condition that may affect their participation in school activities. For many there will be a short-term need for medication. For some pupils there may be a need to take medication over a longer period of time. Whilst there is no legal duty that requires the school to administer medication the school volunteers to administer medication, subject to the conditions laid out in this policy, to enable all pupils to participate fully in school life. This policy is to clarify to children, parents and staff the formal systems and procedures that will be followed to ensure that children with medical needs receive proper care and support at school.

Short-Term Medical Needs

Many pupils will need to take medication (or be given it) at school at some point in their school life. Mostly this will be for a short period only - to finish a course of antibiotics or apply a lotion. To allow pupils to do this will minimise the time they need to be off school. *Medication should only be brought to school when absolutely essential.*

It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should ask their prescribing doctor or dentist about this.

Prescribed medication with dosages of once, twice or three times a day will not be given at school unless a specific time is indicated on the instructions for use. Three times a day usually means every eight hours, which is a time period longer than the normal school day. Prescribed medication will only be given once a **Request for School to Administer Medicine** form has been completed. The form will always be available from the school office.

- All medicines must be handed into the school office, in a suitable container which has the child's name clearly marked on it, for safe keeping. Refrigeration can be accommodated.
- Parents must be aware that whilst every attempt will be made to give medicine at the correct time, pressure of work may mean staff may forget on occasions.
- Any medicines past their expiry date will not be given.
- Children will take their medication under adult supervision.
- If a child refuses to take their medicine they will not be forced to have it.
- If there are any doubts about any of the procedures a member of staff will check with a parent. If a check cannot be completed no medication will be given.
- A record of all medication administered will be kept by the school.
- Parents are responsible for the collection of medicine from the school.

Non-Prescribed Medication

Pupils sometimes ask for painkillers (analgesics) at school, including aspirin and paracetamol. Staff will not normally give non-prescribed medication to pupils. If a pupil suffers *regularly* from acute pain parents should authorise and supply appropriate painkillers

for their child's use. Authorisation must be on a Request for School to Administer Medicine form.

- Again all medicines must be handed into the school office, in a suitable container which has the child's name clearly marked on it, for safe keeping.
- Children will take their medication under adult supervision.

Long Term Medical Needs

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainment and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before the child starts school, or when the pupil develops a condition. For pupils who have a long term medical need a written **Healthcare Plan** will be drawn up with the help of the child's parents and relevant health professionals.

The Healthcare Plan will include information on:-

- Two family contacts in case of emergencies
- Clinic/Hospital contact name and telephone number
- GP contact name and telephone number
- A description of the medical condition and the child's individual symptoms
- Daily/as needed care requirements
- What would be regarded as an emergency in that child's case and the action to be taken
- Who is responsible in an emergency

The Healthcare plan will be kept in the school office, and will be reviewed annually.

Asthma

The most common long-term medical condition affecting children is asthma. There are several medications that are used to treat asthma. Some are for long term prevention and are normally used outside school hours and others relieve symptoms when they occur. Most pupils will relieve their symptoms with medication using an inhaler.

- Children with asthma will have immediate access to their inhalers when they need them.
- Inhalers will be stored in the school office.
- All inhalers must be marked with the child's name.
- Children will be encouraged to administer their own medication under the supervision of an adult.
- No child will be given any other child's medication.

A Healthcare Plan is required for all asthma sufferers.