



*Kirkstall St Stephen's
Church of England (VA) Primary School*

Medicines in School Policy

January 2018

This school is committed to safeguarding and the wellbeing of all children, and expects our staff and volunteers to share this commitment.

Medicines in School Policy

KSS School Mission Statement

We are cherished, we are challenged, we are children of God

Our Vision

We are cherished – we aim to create a caring environment where all children and staff feel welcome, valued, supported and respected.

We are challenged- through a stimulating and challenging learning environment, where achievements are recognised but it is also safe to fail, increasing our resilience.

We are children of God – we recognise the value of each and every individual, encouraging everyone's unique spiritual development and potential.

Our Ethos Statement

Our school ethos is represented by the KSS Values Tree; showing children's growth as a tree planted firmly into God's sustaining love and rooted in our school values of: trust, justice, perseverance, respect, thankfulness and forgiveness.

This is based on Psalm 1:3.

They are like trees that grow beside a stream,
that bear fruit at the right time,
and whose leaves do not dry up.
They succeed in everything they do

Rationale

These guidelines for administering medicines in school form part of the Drugs Policy. These guidelines are taken from Education Leeds Policy PG505 that forms part of the Education Leeds Health and Safety File.

The following guidelines consist of 2 sections, Section one for Parents and Section two for all school staff.

1. Parent's Section

What happens if you consider your child is well enough to attend school, but needs medication?

Children on medication, wherever possible, should be kept at home until the course of treatment is complete. However, the school realises that there are circumstances when it is necessary for children attending school to be given medicine during the school day.

We are mindful of hazards involved in the storage and administration of medicines and tablets during the school day at the request of parents. Whenever possible parents should accept the administering of medicines as their own responsibility.

Parents should be aware that

- a) Most medicines need refrigeration but we do not have a place where we can lock medicines into a refrigerator (as suggested by Leeds City Council Education Guidelines)
- b) School staff may agree to give medicine but cannot be *required* to do so.

There may well be occasions when, for whatever reason, the request from parents for staff to administer medicine cannot be met.

For reasons of health and safety as few medicines as possible should be brought to school. Only those prescribed by a doctor will be given at school (other than in exceptional circumstances agreed on a case by case basis by the Head Teacher) and we can only agree to do this after the parent has completed a consent form (which is available from the school office).

Medicines should be clearly labelled with the child's name, class, date and directions for giving the medicine.

We would ask that medicines be kept at home wherever possible. For instance, where it is to be taken "three times a day" it is possible for a child to have a dose immediately before school, another after arriving home from school and a last one at bedtime.

Where medicine needs to be taken more often, it would be preferable for a parent to come into school to administer it. Otherwise, staff may be prepared to give it, providing the above procedures are followed.

Children are not allowed to administer medicines such as antibiotics themselves unless supervised by one of the volunteers. Under no circumstances should parents include medicines with packed lunches. With the exception of inhalers children must hand **all** medicines to a member of staff on arrival at school if not brought in by a parent.

- No children should be given medicines containing Aspirin or ibuprofen.
- It is advised in the DFE drugs guidance for schools that school staff do not give non-prescribed medicines like painkillers, Calpol or Paracetamol products. However parents can be given the option of coming into school to administer it themselves if they feel the child is well enough to be in school.
- Cough sweets are not allowed in school.

Record Keeping

Parents should tell the school about the medicine that their child needs to take and provide details of any changes to the prescription or the support required. Parents will complete “Parental agreement for school” to administer medicine. Staff will complete and sign “Record of medicines dispensed to children” each time they give medicine to a child.

Inhalers

Many children in school are asthmatic and need inhalers. Children who use them need **one named inhalers** for school (Doctors will prescribe these). These will be kept in a cupboard in the child’s classroom.

Again, inhalers can only be kept in school when parents have filled in the appropriate form from the school office.

Children with Long Term or Complex Medical Needs

It is important that school has sufficient information about the medical condition of any child with long term or complex medical needs. These may be severe allergies or chronic conditions. The school will develop a written health care plan for such children, involving parents and relevant health professionals.

Trips and Outings

School will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Planning arrangements will include necessary steps to include children with medical needs and risk assessments for such children.

It may be that additional supervision is needed for a particular child. Arrangements for taking any necessary medicine will need to be considered. Party leaders supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child’s safety or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child’s GP.

Risk Assessment and Management Procedures

All medicines may be harmful to anyone for whom they are not appropriate. Where the school agrees to administer any medicines the risks to the health of all others need to be properly controlled and managed. This duty is set out in the Control of substances Hazardous to Health regulations 2002 (COSHH). Large volumes of medicines will not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored in accordance with the

product instructions and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labeled with the name of the child, the name and dose of the medicine and the frequency of administration. Where a child needs two or more prescribed medicines each should be in a separate container. Non emergency medicines will be kept in a secure place not accessible to children. Emergency medicines, such as inhalers, should be readily available to children and not locked away. Medicines needing to be kept in a refrigerator will be kept in an airtight container, clearly labeled in the staffroom refrigerator where children have no access. Parents are responsible for disposing of medicines, for collecting medicines at the end of each term and for ensuring that medication is not out of date.

2. School Staff Section

Administration of Medicine in School

The School's Policy on administering medicines, in line with Education Leeds Policy Guidelines (PG 505) is that no member of staff has any contractual obligation to give medicine, supervise a child taking medicine or assist in the treatment of a child requiring medicine.

It should be noted that the policy guidelines that follow apply only to oral medication.

1. Where a child has an ongoing medical condition, the parents will be asked to complete a health care Plan. A copy will be kept in the Medical File.
2. When a child needs medication, but is considered well enough to attend school, the parent must fill in "**Parental agreement for school to administer medicine**". The form will stay within the child's File in the school office. Details of medicines given will be listed on "**Record of medicines administered to children**" which can be found in the child's File.

3. Asthma Inhalers

Children will keep their inhalers in the classroom under the supervision of the class teacher. **These will be stored in a classroom cupboard. It is important that the inhaler has not passed its expiry date**

4. Emergency Planning

Any details regarding children's medical conditions or medicines administered can be found along with emergency contact details in the school office.

GOVERNORS

The Governors on the Pupil Support Committee will monitor the effectiveness of this policy.

Staff & Governors will ensure the policy is adhered to and revised as appropriate.

