

Policy

Medication

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Policy Statement

Many pupils need to take medication at some time whilst they are at school. The Governing Body is responsible for ensuring that appropriate procedures are in place at St Mary's to enable pupils who require medication at school to attend school with minimal disruption to their education. Parents and carers are advised to avoid the need to send medication to school wherever possible. However, in the event that this is unavoidable, the following policy and procedures have been carefully drawn up to ensure that drugs on the premises are supervised safely in order to ensure that pupils and staff are placed at minimal risk of harm.

Responsibilities

Governors and Headteacher

1. The Governors delegate the implementation of this policy to the Headteacher.
2. The Governors are responsible for reviewing this policy in line with the school's schedule for policy review.
3. the Headteacher will ensure that staff volunteering to assist with the supervision of medication will receive sufficient instruction and training to be able to undertake this function in a safe manner.
4. The Headteacher will only accept responsibility for staff supervising prescription medication when there is prior written consent from parents or carers. (**APPENDIX A**).
5. The Headteacher will ensure that a written health care plan for each pupil with long term medical needs is drawn up in conjunction with parents, GPs and other professional bodies.
6. Where there is a concern that a pupil's needs may not be able to be met in school, further advice will be sought from medical advisers.

Parents & Carers

1. The prime responsibility for a child's health rests with the parent or carer. They are responsible for making sure their child is well enough to attend school.
2. Written consent (**APPENDIX A**) and medication in its original packaging, fully labelled, must be provided should the supervision of prescription medication in school be required.
3. Parents or carers are responsible for pupils who may carry non-prescription medicines in school. This is at the discretion of the parent or carer.
4. Parents or carers must provide sufficient information about long term medical needs in order for a health care plan to be written up.
5. The GP has a duty of confidentiality to patients and should only exchange information with the school with the consent of the child (if over 16), parent or carer.
6. Where a child is clearly acutely unwell it is advised that the child is kept at home.

School staff supervising medication

1. School staff conditions of employment do not include administering medication or supervising a pupil taking it.
2. Staff who volunteer to do so are provided with appropriate training and guidance and will follow the procedures set down in this policy, as advised by the Local Education Authority.

First Aiders

1. Procedures are in place in school to ensure that pupils or staff will receive first aid from a fully qualified first aider whenever necessary.

2. The school's first aiders are provided with information and advice about pupil's specific medical conditions that may have implications for any first aid treatment which may be given.

Procedures

Prescribed Medication

1. To minimise the amount of time a pupil is away from school, it may be necessary to continue a course of treatment after the pupil returns to school.
2. Parents or carers are advised to request dosage frequency of 3 times per day wherever possible in order to avoid the need for the pupil to take medication at school.
3. The consent letter (**APPENDIX A**) must be completed. This includes the pupil's name, form, name of the medication, time, dosage and the appropriate start and end dates. The consent letter can be downloaded from the school website – www.stmarys.co.uk/information/schoolpolicies. The consent letter is also available in hard copy format from Pupil Reception.
4. The **original** bottle / packet of medicine must be provided, as labelled by the pharmacist, with the pupil's name, the dosage and any other specific instructions clearly marked.
5. The consent letter and labelled medication should be taken to the Pupil Receptionist.
6. If the Pupil Receptionist considers that any information is missing, she will reserve the right **not** to accept the medication.
7. The medication will be stored in a locked cupboard – refrigerated storage is not available. Only authorised staff will have access to the medicine cupboard.
8. It is the pupil's responsibility to come to pupil reception at the time stated in the consent letter to take their medicine.
9. When medication has been supervised it will be recorded in the medication book, noting the date, time and dosage taken. This will also be recorded in the Pupil's planner.
10. Two members of staff will sign the medication book when medication has been supervised.
11. If a pupil refuses to take their medicine, the parent or carer will be contacted immediately.
12. Whenever in doubt the parent or carer will be contacted.
13. Any medication left after the end date stated in the consent letter will be returned with the pupil for the parent / carer to dispose of.

Un-prescribed Medication

1. The school's policy is **not** to supervise un-prescribed medication.
2. Parents or carers are advised to send **single doses** of mild painkillers, such as paracetamol, with their child to school should they feel this to be **absolutely necessary**. This is the parent or carer's responsibility.
3. Should parents or carers prefer school to supervise 'over the counter' medication, they are advised to request this on prescription from their GP and follow the procedures laid out above.
4. Parents or carers are responsible to ensure that pupils will not bring more than a single dose of medication into school on a daily basis.
5. Parents or carers are responsible for advising pupils that they must **never** offer their medication to other pupils.
6. School cannot be held responsible for pupil's misuse of drugs.

Epipen Procedure

1. Pupils who have been prescribed epipens must carry one with them at all times.
2. A spare epipen **must** be handed to the Pupil Receptionist for safe storage.
3. Epipens are stored in an unlocked cupboard for instant access.
4. It is the parent or carer's responsibility to ensure that epipens are in date.
5. School staff regularly receive epipen training.

Asthma Procedure

1. Pupils who have been prescribed inhalers must carry one with them at all times.
2. It is recommended that a spare inhaler is stored with the Pupil Receptionist
3. Inhalers must be clearly marked with the pupil's name and are stored in an unlocked cupboard for instant access.
4. It is the parent or carer's responsibility to ensure that inhalers are in date.
5. School staff regularly receive asthma training.

Long Term Medical Needs

Parents or carers have a responsibility to inform school about any long-term medical needs their child may have. This information should include, for example:

- special dietary requirements
- potential side effects of medication
- emergency procedures
- emotional as well as physical needs

A written health care plan may be necessary to ensure that the pupil receives appropriate levels of support in school. This would be drawn up between the parents, health professionals, pupil and school. The SENCO would usually oversee this. Information from the care plan will be shared with staff in school, however any confidential elements will be withheld as appropriate and agreed with all parties.

School Trips

1. Pupils with medical needs are encouraged to participate in school trips as long as the safety of the pupil, other pupils and staff is not placed at risk.
2. Additional measures to accommodate pupils with medical needs are taken into account at the planning stage. This will be informed by risk assessment.
3. If there is any doubt regarding safety, the Headteacher reserves the right to exclude a pupil with medical needs from the trip.

Sporting Activities

1. Most pupils with medical needs should be able to participate in sporting activities either as part of the curriculum or as an extra-curriculum activity.
2. However, some children will need to take precautionary measures prior to and / or during exercise and may need immediate access to medication afterwards.
3. Any members of staff supervising children involved in P.E. and sporting activities must be aware of the relevant medical conditions and emergency procedures for any child with a medical condition who is participating in the lesson or activity either actively or as an observer.
4. For extra-curriculum activity, where a child with a medical need is participating, the level of supervision should be assessed.

APPENDIX A

Consent for the Supervision of Medication

Dear Headteacher

I request that St Mary's authorised volunteer staff supervise medication on my child's behalf, as follows:

Pupil Name:

Pupil Form:

Medication:

Dosage (as stated on the packaging):

To be taken at (times of day):

To be taken on (dates):

End date of medication:

Any other special instructions (allergies etc):

I understand that my child's medication is my responsibility. It is my child's responsibility to come to Pupil Reception for their medicine at the time stated. Medication misuse by my child is not the school's responsibility. I am aware of the school's 'Medication Policy and Procedures' and agree to abide by it.

Signed:

Print Name:

Emergency Contact Number:

Date: