

Ysgol Rhos Helyg



Medicine Policy

Signed: _____

Date: Autumn Term 2021

Review: Autumn Term 2024



Administration of Medicines in School Policy

Introduction

When school is asked to administer a prescribed medicine or treatment to a pupil and the Headteacher agrees, then appropriate procedures are to be followed.

Staff recognise that they have a professional duty to safeguard the Health and Safety of all of our pupils. They are aware of their duty to act as any reasonable parent would to ensure that pupils are healthy and safe on school premises and in our care. This may in exceptional circumstances, require the administration of medicines and taking action in an emergency. This duty extends to teachers on residential and day visits outside of school.

Parental Role

- Parents are required to provide the school with full information about their child's medical needs
- Parents are responsible for letting the school know if any changes to the prescription or support is needed
- It is best if at all possible to have medicine prescribed in doses which can be taken outside of their school day. Parents are encouraged to ask their Doctor/Dentist about this
- Parents are responsible for the disposal of medicines and they should collect them at the end of each half term or sooner
- Parents are asked to complete the form 'Request to Administer Medicine'
- Parents need to be aware that without completing the above form then no medicine can be administered
- Parents should clearly label all medicines especially inhalers, epipens etc that are sent to school

Non Prescribed Medicine

School staff should generally not give non prescribed medicine to pupils. However, should a parent require that their child receive pain relief or other such medicine, they are encouraged to administer it if possible at home. In exceptional circumstances the school will agree to administer.

Procedure for the Administration of Medicines

- No pupil will be allowed to self administer medicine. This is with the exception of Asthma inhalers which will be supervised by staff if they are needed
- The member of staff administrating the medicine will check:
 1. Pupil's name
 2. Written instructions provided bt Parents or Doctor
 3. Prescribed dose
 4. Expiry date
- If in doubt, staff will check with parents or health professionals before administering medicine

Emergency Procedures

- Staff noticing a deterioration in a pupil's health over time should inform a senior member of staff/first aider immediately
- A pupil taken to hospital in an emergency will be accompanied by a member of staff and will remain with the pupil until the parents arrive

Storage

- Medication should only be brought to school when absolutely essential
- Medicines will be kept where possible with the authorised member of staff
- Large volumes of medicine will not be stored. Whenever possible the parents should bring the daily required dose only

Health Care Plan

Occasionally pupils have medical conditions which if not managed properly could limit their access to education. Such pupils are regarded as having medical needs parents will be invited into school to discuss their child's needs with the class teacher and senior member of staff/ALNCO. The School Nurse will also be included in this meeting and will identify the level of need and draw up a care plan for the individual child.

Health Care plans will be displayed in the staff room and in the store room of each class.

Staff training

A health care plan may highlight the need for staff to receive training in order to best meet the needs of the child. This may encompass training about a specific medical condition or the administration of medication etc. Staff will receive appropriate training from the School Nurse.

Intimate or Invasive treatment

Staff will not be expected to administer this kind of medication. Should a pupil's health deteriorate to the extent whereby they need such treatment , then advice will be taken and the appropriate emergency procedure will be put into action.

Equality Diversity

We recognise diversity and the protected characteristics of our school community and adhere to the practices within the Strategic Equality Plan.

Medication Request Form

I request that my
child_____

In class_____

be
given_____

(please state name of drug and storage instructions if necessary)

Dosage_____ mls/tablet (insert quantity)

at _____time required.

I will send in the required daily dose.

Signed_____

Print Name_____

Parent/Guardian

Date_____

NB
Schools are not obliged to administer any medication. If any member of staff does not wish to administer medicine it is the responsibility of the parent to ensure it is administered.