



**Churchfields**  
The Village School

Atworth ∞ Monkton Farleigh

## **MEDICATION FOR PUPILS POLICY**

<b>Current Policy Approval Date:</b>	<b>Autumn 2016</b>
<b>Review Date:</b>	<b>Autumn 2019</b>

### [James 5:14](#)

Is anyone among you sick? Let him call for the elders of the church, and let them pray over him, anointing him with oil in the name of the Lord.

Under the Disability Discrimination Act (DDA) 1995/Disability Equality Act 2010 schools and settings should be making reasonable adjustments for children and young people with disabilities, including those with medical needs, and are under a duty to plan strategically to increase access over time. Schools and settings should consider what reasonable adjustments they need to make to enable children and young people with medical needs to participate fully in all areas of school life, including educational visits and sporting activities.

### **Health Care Plans**

Where appropriate schools and settings should also draw up a personal Health Care Plan for any child or young person with medical needs.

All staff in schools settings have a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice that schools and settings will review cases individually and administer medicines in order to meet the all round needs of the child. However, there is no legal duty requiring staff to administer medication or to supervise a child when taking medicines. This is a voluntary role.

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Staff, including supply staff must always be informed of a child's medical needs where this is relevant and of any changes to their needs as and when they might arise.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

Staff will not give a non-prescribed medicine to a child.

Only reasonable quantities of medication should be supplied to the school (4 weeks supply).

### **PARENTS/CARERS**

- It is the responsibility of parents/carers to:
  - (a) inform the school of their child's medical needs;
  - (b) provide any medication in a container clearly labelled with the following;
    - CHILD'S NAME
    - NAME OF MEDICINE
    - DOSE AND FREQUENCY OF MEDICATION
    - SPECIAL STORAGE ARRANGEMENTS
  - (c) collect and dispose of any medicines held in school at the end of each term;
  - (d) ensure that medicines have not passed the expiry date.

### **PUPIL INFORMATION**

- Parents/carers should be required to give the following information about their child's long term medical needs and to update it at the 'start of each school year':

- (a) Details of pupil's medical needs;
- (b) Medication, including any side effects;
- (c) Allergies;
- (d) Name of GP/consultants;
- (e) Special requirements eg. dietary needs, pre-activity precautions;
- (f) What to do and who to contact in an emergency;
- (g) Cultural and religious views regarding medical care.

## **ADMINISTERING MEDICATION**

- If at all possible parents will be asked to give medication to the child when they are at home.
- Staff will not give a non-prescribed medicine to a child.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- No medication will be administered without prior written permission from the parents/carers, including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). A **Request to Administer Medication Form** must be completed.
- The Headteacher will decide whether any medication will be administered in school setting and following consultation with staff, by whom. Staff are not legally required to administer medicines or to supervise a child when taking medicine. This is a voluntary role.
- All medicine will normally be administered during breaks and lunchtime. If, for medical reasons, medicine has to be taken at other times during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.
- Any member of staff, on each occasion, giving medicine to a pupil should check:
  - (a) Name of pupil;
  - (b) Written instructions provided by the parents/carers or doctor;
  - (c) Prescribed dose;
  - (d) Expiry date.

## **STORAGE**

- All medicine will be kept in a locked cabinet in the staffroom or within the staffroom fridge. All medicines will be logged in the school's file. Class teachers will store children's inhalers, which must be labelled with the pupil's name.

## **RECORDS**

- Staff will complete and sign a record sheet each time medication is given to a child and these will be kept in the administration office.
- If a child refuses to take their medication, staff will not force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will

be recorded and dated on the child's record sheet. Reasons for refusal to take medications must also be recorded as well as the action then taken by the teacher. The parents will be informed of the refusal.

## **TRAINING**

- Training and advice will be provided by health professions for staff involved in the administration of epi-pens.

## **HEALTH CARE PLAN**

- Where appropriate, a personal Health Care Plan will be drawn up in consultation with the school/setting, parents/carers and health professionals. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed annually.

## **INHALERS**

- Schools are legally entitled to purchase salbutamol inhalers to keep in school for use in an emergency.
- Inhalers purchased by the school may be used for children who already have one prescribed but have left at home, lost or run out of medication.
- If a school inhaler is used in an emergency, parents will be informed and asked to replace the inhaler. The child will then keep the school inhaler.

## **SCHOOL TRIPS**

- To ensure that as far as possible, all children have access to all activities and areas of school life, a thorough risk assessment will be undertaken to ensure the safety of all children and staff. No decision about a child with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/carers.
- Residential trips and visits off site:
  - (a) Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip;
  - (b) If it is felt that additional supervision is required during any activities eg. Swimming, school/setting may request the assistance of the parent/carer.

## **EMERGENCY PROCEDURES**

- The Headteacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical needs.

## **CARRYING MEDICINES**

- For safety reasons children are not allowed to carry medication. All medicines must be handed to the school administration staff or the class teacher on entry to the school/setting premises.