



Overchurch
Junior School

Medicines Policy
2017 - 2020

There is no legal requirement for school staff to administer medicines. Our aim is to support parents to enable their children to attend school and this policy is to ensure that medicine is administered safely at all times. A full version of this policy is available from school on request.

Aims of this Policy

- 1) To ensure the safe administration of medicines to children where necessary and to help to support attendance
- 2) To ensure the on-going care and support of children with long term medical needs via a health care plan
- 3) To explain the roles and responsibilities of school staff in relation to medicines
- 4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- 5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- 6) To outline the safe procedure for managing medicines on school trips

School Attendance During/After Illness

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours
- Children should not be sent to school with earache, toothache or other significant discomfort
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

Safe Administration of Medicines at School

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact
- The adult is required to complete a parental agreement form (see appendix) at the school office for the medicine to be administered by school staff
- The Headteacher must be informed of any controlled drugs required by children, e.g. equasym.
- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school
- Parents may come to the school office to administer medicines if necessary
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed

Asthma

When a child requires the use of an inhaler/spin haler, it will be necessary to decide whether this should remain with the child or be kept in the office. Where possible the child should be encouraged to manage his/her own medication and to remember to have their inhaler with them at all times.

For children with long term illnesses such as asthma, epilepsy and leukaemia, a school health plan will be initiated.

Medicines and drugs will not be administered:

- a) where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken.
- b) Where some technical or medical knowledge or expertise is required.
- c) Where intimate contact is necessary.

REQUEST FOR SCHOOL TO SUPERVISE THE TAKING OF MEDICINE

The Headteacher and Governing Body of Overchurch Junior School have agreed that school staff can supervise the taking of medicine in accordance with the criteria set out in the Medicine Policy. The following form must be completed and signed by the parent or carer.

However, the school or any of its employees accepts no responsibility for the security or proper use of medicines.

PUPIL DETAILS

Surname.....**Forename**

Address

.....

Date of Birth..... **Class**

MEDICATION

Type of medication (as described on the container)

.....

For how long will your child take this medicine?

.....

Date dispensed

Dosage, method and timings

Special precautions

Side Effects

Self Administration

Procedures to take in an emergency

CONTACT DETAILS

Name **Relationship to pupil**

Contact telephone numbers x 2

I understand that the above medicine must be delivered to the school office and accept that this is a service which the school is NOT obliged to undertake.

Date

Signed