



# **ADMINISTERING OF MEDICINES POLICY**

**Updated: Autumn 2019**

**Review date: Autumn 2022**

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment and should be used alongside of Supporting Children with Medical Needs Policy.

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

### **Parental Responsibility**

- Parents/Carers have the prime responsibility for their child's health and should provide St. Christopher with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.
- Where a child has a long-term medical need then a health plan will be drawn up with the Parents/Carers and Health Professionals.

### **Prescribed Drugs**

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day. St Christopher can only accept medicines that have been prescribed by a doctor or dentist. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Medicines will be stored in a secure place which is inaccessible to children during the day.
- A record will be made of when the medicine was dispensed and parents/carers will need to sign each day.
- Parents/Carers should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to take home.

### **Inhalers**

- Parents should complete a medicine request form for pupils who require an inhaler. All inhalers should be prescribed and named. Inhalers for pupils in KS2 should be kept in a box in their classroom. Where a pupil requires the use of a spacer and adult intervention is necessary, this will be recorded on the medicine request form and signed by the parent to acknowledge that the child has had their inhaler.

### **Refusal of Medicine**

- If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

## **Educational Visits**

- In line with St. Christopher's SEN policy we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- Staff supervising excursions will be aware of any medical needs and relevant emergency procedures. A copy of any health care plans will 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 will seek parental views and medical advice from the school health service.

## **Sporting Activities**

- Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. The school is aware of issues of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

## **Known medical conditions**

- A list of all children within a class with any known medical condition will be placed in each classroom.
- A Class information booklet containing medical and allergy lists will be held on the teacher's desk in each classroom.
- Lunchtime supervisors will have a list of medical conditions for the children in their care.

## **Allergies**

- Care plans are in place for all children with known severe allergies and/or medical conditions which could be a risk to life. These are reviewed annually.
- Medical Cards are displayed for children with severe allergies in the first aid room, classrooms and school kitchen.
- Any Epi-pens and diabetes kits are held centrally on the high shelf behind the door in the First Aid room next to the admin reception desk. They are stored in named containers along with care plans where required.

## **Training**

Staff will receive training where necessary, i.e. administering medication for such conditions as diabetes. Catering and lunchtime staff will receive allergen awareness training.