

Medicines Policy



Meole Brace
C of E Primary School
and Nursery

Reviewed Spring Term 2014

Administration of Medicines

Pupils

There is no legal duty that requires school or early years setting staff to administer medicines.

Teaching staff at Meole Brace CE Primary School will not administer any medicine to any pupil. In the case of the headteacher or school administrator medicine **may** be given if it has been prescribed by a doctor and on written instruction from the child's parent or carer. This written instruction must be on the Shropshire Education Services proforma entitled Parental Request for Medicine to be Administered in School as adopted by the school's health and safety policy. (Copy attached).

- The parent should take the medicine to the school office and hand it to the school administrator or headteacher. The parent will be given a form to fill in.
- Medicine should not be left in children's bags or given to the children to take into classrooms.
- A record is kept of administration of medicines.
- Medicines are kept in the school fridge in ocean room.

Support for Children with Medical Needs

Asthma

Whilst the school recognises that children with asthma require ease of access to medication, the staff and governors are also aware that small children are inquisitive and may play or experiment with inhalers or containers, which they may find. Therefore, such equipment is kept in a marked basket in the affected children's classrooms where its use can be monitored by the class teacher or other supervisory member of staff. Again written instructions must be given by the parents or carers on the form mentioned above. **Children will have immediate access to this medication.** To inform all staff (permanent or visiting) of children's needs, a list of children who may need medication for asthma in each class will be displayed on their classroom wall.

General

Notices displaying details of the needs of children, with specific medical need/conditions, together with details of any warning signs which may indicate that they are in any difficulty regarding their condition and a photograph for ease of identification, will be placed on the staff room notice board and on the lunch time supervisors' notice board. These notices will first be agreed with the parents or carers of the children concerned. Staff will be made aware of all details.

There are **no** circumstances in school where children will be allowed to take non prescription medicine.

The DDA (Disability Discrimination Act 1995) defines a person as having a disability if s/he has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her abilities to carry out normal day to day activities including those with medical needs.

This school emphasises the importance of providing effective learning opportunities for **all** pupils. Should a child attending this school need specific medical attention, the school will work with the parents and any other relevant bodies to draw up an individual plan. Necessary training will be undertaken according to the child's needs.

Trips

- Medication needs are highlighted on our trip proforma.
- Where necessary medication will be taken on the trip eg. inhalers for asthma.
- When organising trips the needs of **all** children are taken into consideration.

In the case of an emergency, ie if it is suspected that a child may have taken medicine which has not been prescribed for them, the headteacher, deputy head, other senior member of staff or the school administrator will take immediate medical advice and if appropriate will call for an ambulance to take the affected pupil to casualty. Parents or carers will be informed and the incident recorded on a Record of Drug Related Incidents form, which is kept in the headteacher's office.

Similarly, medical advice will be taken immediately if a child displays adverse symptoms which cannot be easily rectified by staff or parents.

Members of Staff

Any medicine brought onto school premises by members of staff **must** be kept well away from pupils. Teachers must keep their medicines in their own locker which the children don't have access to.