



## **Policy for Managing Medicines and Supporting Children with Medical Needs**

### **Introduction**

The Board of Governors and staff of Garfield Primary School wish to ensure that children with medical needs are not excluded but receive appropriate care and support. The Headteacher will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication or needing support due to their medical needs during the day where those members of staff have agreed to do so/it is in their job description to do so.

Garfield Primary school will identify a person responsible for supporting children with medical needs and/or administration of medicines in situations and have a system in place when identified staff are absent.

Detailed information and guidance and all the forms required are in the appendices to this policy and are adapted from the (LA document' *Managing Medicines and Supporting Children with Medical Needs in Schools and Early Years Settings-Policy Guidance 2012*)

### **Responsibility of the Parent/Carer**

- 1. PLEASE NOTE THAT PARENTS SHOULD KEEP THEIR CHILDREN AT HOME IF ACUTELY UNWELL OR INFECTIOUS.**
2. Parents are responsible for providing the Headteacher with comprehensive information regarding the condition and prescribed medication. (Non- prescribed medication will not be administered)
3. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
4. Only reasonable quantities of the medication should be supplied to the school (for example a maximum of 4 weeks supply at any one time)
5. Where the pupil travels on school transport with passengers assistants, parents should ensure they have written instructions relating to any medication sent with the pupil.
6. It is the parent's responsibility to renew the medication when supplies are running low and to ensure the medication supplied is within the expiry date.
7. Each item of medication should be delivered to the authorised person (via the school office) by the parent/carers in **a secure and labelled container as originally dispensed.**
8. Each item of medication should be labelled with the following information
  - a. Pupil's name
  - b. Name of medication
  - c. Dosage
  - d. Frequency of administration
  - e. Date of dispensing

- f. Storage requirements (if important)
- g. Expiry date

## **Responsibility of the School**

### **(read in conjunction with Appendix 1- Procedures for Administering medication)**

1. Staff will not administer a non-prescribed medicine to a child.
2. Staff will ensure the appropriate form has been completed for each medication and that details are clear
3. The school will not accept items of medication in unlabelled containers
4. Medication will be kept in a secure place, out of reach of pupils. Unless otherwise indicated, all medication to be kept in a locked cabinet.
5. Two staff members will be present when any medication is administered.
6. The school will keep records which they have available for parents
7. If children refuse to take medicines staff will not force them to do so and will inform parents as a matter of urgency on the same day. If refusal to take medicines results in an emergency, the schools emergency procedures will be followed.
8. It is the responsibility of the parent/carer to notify the school in writing if the pupils need for medication has ceased.
9. The school will not make changes to dosage on parents instructions
10. Staff will not dispose of medicines. Medicines which are in use and in date should be collected by the parents at the end of each half term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacy for disposal
11. For each pupil with long term or complex medication needs, the Headteacher will ensure that a Medication/Care plan is drawn up in conjunction with appropriate health professionals
12. Where it is appropriate to do so pupils will be encouraged to administer their own medication, but always under staff supervision. The Welfare Room will be staffed appropriately at breaks and lunchtimes. TA's are to accompany any children needing asthma medication during lesson times.
13. Staff who assist in the administration of medicine will receive appropriate training and guidance through arrangements made with School Health Service. (eg epiPen training)
14. The school will make every effort to continue the administration of medicine whilst on trips away from the premises, even if additional arrangements might be required. However there may be occasions where it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
15. All staff will be made aware of the procedures to follow in an emergency.