



## MEDICINES IN SCHOOL POLICY

### INTRODUCTION

At Wentworth C of E Junior and Infant School, we support the need to ensure that children with medical needs, long or short term, receive appropriate care in school.

**Medicines should only be taken to school when essential; that is where it would be detrimental to the child's health if the medicines were not administered during the school day.**

**Staff will accept prescription-only medicines; those prescribed by a doctor, dentist or nurse prescriber.**

[\(Taken from DfES and DoH guidance, March 2005\)](#)

***The only non - prescribed medication we will administer is travel sickness tablets and parents are asked to follow the same procedures outlined in this policy for prescribed medicine if they need their child to take this sort of medication.***

### Purpose

The purpose of this policy is to;

- a) provide clear definitions of roles and responsibilities, and,
- b) outline procedures to be adopted for the care and well-being of all pupils.

### Parental Responsibilities

1. Parents should provide full information about the child's medical needs when the child joins school, or as the medical need arises.
2. Long term medical needs, e.g, asthma should be clearly identified, and arrangements for treatment discussed with the Class Teacher/TA.
3. Parents should ensure that the child is well enough to attend school and refrain from sending them when they are unwell.
4. Parents should follow the agreed procedure in the event of their child requiring medication to be administered by the school staff, and are responsible for its safe transportation to and from the school each day.
5. Parents are responsible for the provision to school of in-date medication, e.g, inhalers to treat long term medical conditions.

### **Head Teacher's Responsibilities**

1. The Head Teacher will ensure that all parents and staff are aware of the policy and procedures for dealing with medical needs
2. The Head Teacher will ensure that systems for sharing information will be followed.

### **Responsibilities of Staff Administering Medicines**

1. Staff members agree to accept responsibility for administering prescribed medicines (except inhalers) will follow agreed procedures for recording the administration of medicines.

### **Pupils on Long Term Medication**

All items in this policy relate to pupils on long term medication. However these pupils will have "Agreed Adult(s)" to administer their medication and will hold a "care plan". From time to time these adult administrators will have training and a copy of their certificate is kept in their staff file.

### **Medicines on Educational Visits**

We are keen to encourage children with medical needs to participate in safely managed visits. Reasonable adjustments will be made to enable children with medical needs to participate fully and safely on visits.

Class teachers and accompanying first-aiders will together be responsible for the transportation and administration of any medicines required for individual pupils.

### **Safe Storage of Medicines in School**

- Staff should only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed.
- Medicines should be kept in a locked cabinet in the Disabled Toilet, unless requiring chilled storage, where they will be stored in the staffroom fridge.
- Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

A medicine administration sheet should be completed by the parent with the office staff and all doses given recorded on the sheet by the assigned member(s) of staff.

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**All emergency medicines, such as asthma inhalers and adrenaline pens, should be made readily available to children and should not be locked away.**

**All key staff and individual pupils should know where they are.**

### **Inhalers**

- Inhalers should be kept in class for children.
- Children in Key Stage 2 should be encouraged to self medicate after asking an adult
- Children in Key Stage 1 should be encouraged to self medicate but under the strict supervision of an adult
- All inhalers should be taken to PE and outside when visiting the forest area

### **Effective Date**

This policy became effective in summer 2016, will reviewed in summer 2018