

## Medicines Policy

Policy Reviewed: November 2021

Next Policy Review Date: November 2022

### Introduction

This policy has been prepared with reference to the DfE publication "Supporting pupils at school with medical conditions, Statutory guidance 2014"

All mentioned consent forms are available to download from the school website or from the school office.

Parents are responsible for providing the Responsible Tutor with comprehensive information regarding the child's medication and condition, in writing. It is thereafter that staff member's responsibility to administer the medication during school hours.

The staff member giving the medication must be fully first aid qualified and be able to ask for training should they require it.

No member of staff will administer medication without the parents'/carers' written consent.

No member of staff is to administer medicines that have previously not been given to the child, i.e. first doses.

### Medication on School premises

We will only accept prescribed medicines that are;

- In date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- The exception to this is insulin, which must still be in date, but will generally be available to inside an insulin pen or a pump, rather than in its original container.

We will not use any form of non - prescribed topical treatment such as arnica creams etc.

No medicines to be stored or kept at the school with the exception of insulin or Epi pens.

All medicines will be securely locked away from children until it is the time for their dose, except from;

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens, which should be readily available at all times, stored in the box supplied by parents (see below for further information on this).

All doses of medication given, (see for inhaler/epi pen recording) must be recorded on a consent form that is signed at the start of the day and then signed when the parent collects the child at the end of the day.

The Responsible Tutor must be informed, in writing what medication has been given by the parent including dose and dose history on that day.

If a child refuses medication, the staff member must contact the parent immediately for them to come to the school and administer the dose, or in the last case scenario, take the child home until the dose can be given.

### **Epi pens and inhalers**

All children with allergies/asthma will be on the **Child Allergy Chart** displayed on the staff room notice board.

If supplying an Epi Pen this must be in a plastic, lidded container with the child's name and picture clearly displayed. This picture must be updated annually.

An Epi Pen consent form must be signed at the start of the academic year and kept in the box with the Epi Pen. All doses must be recorded on this and signed by the parent on the same day that the dose is given.

If a child has an inhaler/spacer, the parent signs the "Inhaler consent form" at the start of each academic year and supplies correct information on this. All doses must be recorded on this and signed by the parent on the same day that the dose is given.

### **It is the parent's responsibility to check periodically that the school held medications are in date and provide new medication when needed.**

The Responsible Tutor should know the whereabouts of the medication and have this within a short distance at all times.

We will, after consultation with the College, create an Individual Healthcare Plan to support any children who need this. We will follow the guidelines set out in DfE publication "Supporting pupils at pupil with medical conditions, Statutory guidance 2014, annex A"

### **The school will not:**

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents, or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch (unless this is specified in their individual healthcare plans).
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition.
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

### **Endorsement:**

**Name:** Linda Parker

**Position:** Chair of ECT

**Date:** 28/11/2021