



MEDICINE IN SCHOOL POLICY

2018-2019

Date	Review Date	Coordinator	Nominated Governor
February 2018	July 2019	Gianna Colizza	

Medicine in School Policy

This Policy is based on the guidance document: Supporting Pupils in School with Medical Conditions (which replaced Managing Medicines in Schools and Early Years Settings).

It sets out the practice and policy for administering medicines at Gesher School.

At all times the Safeguarding of Children will be our prime concern.

Aims of the Policy

We aim to ensure that all children attend school who could possibly do so. We wish to provide for children who require medication to fully participate in education and seek to ensure that no child receives less than their entitlement due to their medical conditions.

We also seek to ensure that school staff are not placed in vulnerable positions and that no harm comes to any child.

Medical information on each child is obtained when they first start at the school and updated information is requested annually. This list is circulated to all staff members at the beginning of each academic year so that they are aware of any children who suffer from certain medical conditions, and in particular those such as severe allergies, asthma, epilepsy, diabetes etc. A list of all children with particular food allergies is displayed in the staffroom and medical room is and updated regularly.

There is no contractual requirement for any member of staff to administer medication to a pupil. Staff involved in administering the medication will receive appropriate training and support from health professionals where necessary. A health and safety assessment is carried out to manage any identified risks. No member of staff is required to administer medication unless willing to do so. Where possible the medicine should be self-administered under the supervision of an adult. Written records are kept by office staff for all medicines administered.

Whilst we would discourage a culture of parents sending pupils into school when they are not well, many pupils will at some time have a condition requiring medication.

Who needs medicine at school?

Children requiring medicine fall into three groups

- Those requiring short term provision for example; daily piriton during the summer for a child with acute hayfever
- Those requiring acute relief from symptoms that may suddenly arise for example children with inhalers or Epi-pens

- Children with chronic conditions whose medication regime requires a dose during school hours

Children in group 1

Parents must complete a school medicine form (Appendix 1). Medicines must be prescribed for the child and in the original container.

Procedure for administering medicine:

Look at the container and the form – check

- that the medicine matches the form
- that the child's name is on the medication on a pharmacy label
- that the child is the named child
- that the timing requirements are correct (e.g before or after food)

If the dose is a measured dose and there is no calibrated spoon or container seek advice from the Headteacher. **DO NOT GUESS.**

Give medicine then complete the record and store medicine as stated on the label.

Children in Group 2

These children require a medical planning meeting and the completion of a Healthcare Plan. This sets out clearly what the child needs in an emergency. The emergency plan may be supplemented by an anaphylaxis plan or acute asthma plan (Appendix 2). For all children requiring occasional emergency support one set of everything is stored in labelled boxes in the medical room cupboard. A copy of their individual plan is also here. Some children also carry their emergency medication in a bag.

A list of staff trained in Epi-pen or Acute Asthma relief is in the medical room and one of these people should be called.

- Parents are responsible for ensuring inhalers and Epi-pens are up to date.
- Pictures of children with acute allergies are in the medical room and the staffroom with a list of triggers. Staff are all informed of the children in this group.
- The school will ensure staff are trained appropriately

We will always seek additional medical advice if we are in any doubt.

Children in Group 3

These children also require a medical planning meeting and the completion of a Healthcare Plan. The aim with this group is to support them in becoming as independent as possible in managing their medication on a long term basis. This will be best achieved by the smallest possible group of adults being involved and a routine being established.

Other children do not need to know about the child's condition and as much privacy as possible should be provided.

Staff will be informed on a need to know basis.

Parents are asked to sign to say that they understand that staff are not medical practitioners and can only administer medicine as would a parent. If there is ever any doubt about the medication or the labelling is unclear, advice must always be sought from the Headteacher in the first instance. In the absence of the Headteacher, the Deputy Head should be contacted.

Headteacher:	Gianna Colizza	Date:	February 2018
Chair of Governing Body:	Howard Zetter	Date:	February 2018

Appendix

Appendix 1 – Administration of Medicines at Gesher School (Form)

Appendix 2 – School Healthcare Plan (Form)

ADMINISTRATION OF MEDICINES AT GESHER SCHOOL

Whenever it is possible, parents should administer any medicine. However, if this is not possible, the school must insist that the parents agree and sign their consent to the following:

- A doctor’s note or a signed parent/carer’s note will be delivered by the parent or carer to the effect that it is necessary to take medicine during school hours. Please note that medicine, which is prescribed three times a day, can be effectively delivered out of school hours.
- The note must give clear indication of the dosage and timing.
- The medicine must be brought into the school by the parent/carer and delivered personally to the school office. Children should not keep medicine with them.
- Medicine must be clearly labelled with the contents, child’s name and dosage.
- Children will be responsible for the safe care and use of any inhalers used to control respiratory conditions. All inhalers will be kept in the medical cupboard.
- Parents accept that, whilst the school will continue to act in the best interest of your child, all responsibility for the administration of medicines lies with the parents/carers and not with the school

I have read the above conditions relating to the administration of medicines at Gesher School. I recognise the school’s disclaimer of responsibility with respect to the administration of any medicine.

Pupil and class:

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Name of medication (including strength):

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Dosage and frequency to be given:

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Parents or legal guardian’s signature:

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Staff signature:

.....

Date:

.....

PLEASE NOTE ALL MEDICATION MUST BE COLLECTED AT THE END OF THE SCHOOL DAY

SCHOOL HEALTHCARE PLAN

**To be completed at Medical Planning Meeting
For children with chronic conditions**

Name of School/Setting _____

Child's name _____

Group/Class/Form _____

Date of Birth _____

Child's Address _____

Medical Diagnosis or Condition _____

Date _____

Name all present at Medical
Planning Meeting _____

Review date _____

Family contact 1

Family contact 2

Name		Name	
Phone No. (work)		Phone No. (work)	
(home)		(home)	
(mobile)		(mobile)	

Clinic/Hospital contact

GP

Name _____

Name _____

Phone No. _____

Phone No. _____

Describe medical needs and give details of child's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different for off-site activities)

Form copied to:
