

Welton St. Mary's Church of England Primary Academy



Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.' Romans 15:13

Wisdom Hope Community Dignity

Medicines Policy

Approved January 2025

Welton St. Mary's Church of England Primary Academy
Medicines Policy

Introduction

The aim of this policy is to provide clear guidance on how the school manages and administers medicines. The Governing Body will make arrangements to support pupils at school with medical conditions. The aim is to ensure that children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. (See supporting pupils at school with medical conditions – Appendix 1). If extra support is needed the SENDCO with support from the parent will apply for medical funding so the child's needs can be addressed with additional support.

Staff roles

- Absolutely no member of staff will ever administer a medicine unless there is written permission from parents. Please ask staff for a copy of the request form which will be held in the medical forms folder on the shelving unit in the office. This details the date, name of the medicine and how much and when it should be administered. Please remember that schools are very busy places and while staff will do their best to administer medicines we do so as a courtesy not as a professional requirement (unless the medication is required to ensure the child's health and safety in a life threatening situation e.g. Epipens).
- Two staff members will always be present when administering medication and will undertake the following checks together before administering any medication.
 - Right person
 - Right Medication
 - Right dose
 - Right Route (way to administer)
 - Right time
 - Right Documentation (checked signed and ensure filled in afterwards)
- A record of parental consent will be sent via a medical tracker after a phone call home has been made so long but only for instances when school deems it necessary to call parents/guardians for consent.
- Teachers conditions of employment does not require them to administer or supervise the administering of medicines and therefore support staff will normally take on this role. In the absence of support staff teachers may choose to administer medicines.
- All staff have yearly training on how to support children with medical needs

The school will not administer:

- Inhalers (children should administer these themselves and if they are too ill an ambulance will be called)

Any non-prescribed medicine including

- Suntan lotion (children can bring this into school but staff are not expected to put it on children)

- Painkillers (NO CALPOL) (unless the child has a history of migraines or in other exceptional circumstances which must be discussed with the Headteacher and permission given on paper)
- No over the counter medicines will be administered by school staff unless parental consent is given e.g. Cough medicine or Antihistamines

Throat lozenges are an exception (**however** these must be handed to the school office, by a parent/guardian, if parents wish children to have them, along with a signed medical consent form letter. The child may ask the teacher for a lozenge when needed and the teacher will record this. We will only supervise the administration of these for 1 day)

Please note the school will listen to any unusual circumstances and will act to meet the needs of children so please talk to the Headteacher

Managing prescription medicines during the school day

These should only be taken into school where 'it is detrimental to a child's health if the medicine were not administered during the school day'

- **Medicines** will only be accepted if they are prescribed by a doctor-dentist or nurse prescriber and contain the date, child's name, doctors name and dosage on the bottle
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- **Antibiotics** only those that require three doses a day will be administered by school

Managing prescription medicines during trips

- **A qualified First Aider should always be present on school trips (this will be an additional adult from the group leader)**
- The school will administer travel sickness pills as long as these are in the original box and parents have signed their permission
- If the school feel that they are not able to meet a child's medical needs on a trip they will meet with parents and doctors to discuss the issues.
- **Epipens**-It is the duty of class teachers to make sure that Epipens are taken on school trips and are available throughout the day. The First Aider will carry the Epipen and have the child in their group so that the pen and a trained administrator of the medicine is always present. In the event of it being used staff must
 1. **Phone for an ambulance-the child and First Aider will go to the hospital**
 2. Contact the school who will contact parents who will be asked to meet the Qualified First Aider at the hospital

Parent responsibility

Parents are asked to:

- Fill in the Medical Needs information sheet when their child starts school or when an update is requested
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- Contact the school and arrange a meeting with staff if there is a change in their child's medical needs
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- Talk to a member of the office team when they want the school to administer medicines. They will then be asked to fill in the medicine form and staff will make sure that the medicine in the fridge in the staffroom if necessary or in the school office. A member of the admin team will administer the medication following the information provided on the box and the form completed by the parent.
- Keep children at home if they have a temperature, rash, an infection or for 48 hours after being sick/having diarrhoea
- Collect medicine at the end of the require duration (this includes empty bottles). Should medicine not be collected it will be removed from school grounds and taken a local pharmacy at the end of terms 3 and 6

Premier Education Kids Club arrangements:

- Wrap around care will pass on any medicine forms with medication to the school office, however medicine must be handed adult to adult.

Children administering their own medicines

No child is able to administer their own medicines except for:

- Inhalers
- Throat lozenges – as long as they have been given to the school office as previously stated
- Hayfever wipes

Long term or complex medical needs

The school will meet with parents and make provision for meeting the needs of children with long term or complex medical needs. Please arrange to meet the Headteacher and SENDCO so that an individual Health Care Action Plan can be put in place if needed.

Record Keeping

- The school asks that parents bring in medicines in their original container which contains the prescriber's instructions.
- Parents are asked to complete the medical form.
- Staff will be asked to record the date and time of medicines given on the medical form.

RECORD KEEPING OF LONG TERM CONDITIONS NEEDS TO BE UPDATED. How do we share this with parents – can this be standardised (use medical tracker) is using MT to time consuming for care plan treatment?

It should be being recorded – pump feeds / diabetics

Safe storage of medicines

- All medicines must be stored in the First Aid Box in the office (or the fridge if required)
- Staff must read the prescription before administering the medication
- No member of staff will transfer medicines into another container

- Children will keep their inhalers in their classrooms for easy access. Some children will carry them outside during good weather
- Emergency Epi pens for individual students are kept in the school office in zipped pockets for each child (individually named) that has them allocated.

Disposal of medicines

- School will endeavour to return all medicines including empty bottles to parent to dispose of safely themselves.
- At the end of the terms 3 and 6 any uncollected medicines will be disposed off.
- Out of date medicines will be safely disposed, with first attempt being to return to parents, if this is not possible, school will safely dispose.

Home school Transport

- Local Authorities arrange home to school transport and they must make sure that pupils are safe during the journey.

Communication

- Parents will receive a copy of the full policy when their first child starts school
- Copies are available on request
- Staff will receive a copy when they begin to work at the school and a copy will be kept in the Medical Forms Folder (this is kept on the shelving unit in the office)
- Staff can access this policy on the school policy tracker - <https://schoolpolicytracker.co.uk/policies/wsm-coe-primary-academy?692>

Confidentiality

- The Headteacher and Staff should treat all medical information confidentially. However, parents and the Headteacher will decide who should have access to information about a child's needs.

Appendix1
Supporting Children with Medical Conditions
December 2015

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

ABOVE IS STILL THE MOST UP TO DATE CHECKED 27/11/24