

WINDMILL PRIMARY SCHOOL MEDICINES POLICY

Outline

Parents are advised that children who are unwell should not be sent to school.

A child's own doctor or other health professional is the person best able to advise whether or not the child is fit to attend school. The fact that a child is prescribed cough medicine (for example), may not be sufficient grounds for them to stay away from school.

Certain children, for example those who suffer from diabetes, epilepsy or asthma, require prescribed drugs or inhalers. These should only be administered by themselves or by school staff at parental request. Such requests should be made by completing a request form available from the school office.

Inhalers must remain with individual children at all times.

Where there is any doubt, the school doctor and parent(s) of the child, must be contacted immediately.

If the parent is able and available to administer prescribed drugs (e.g. antibiotics), the headteacher might consider it appropriate to ask them to do so.

Guidelines

- Where appropriate, a doctor's note should be received, preferably delivered by the parent to the effect that it is necessary for the child to take medicine during school hours. The note should give clear instructions concerning the required dosage. The medicine will be administered by the headteacher or named person(s).
- Long term illnesses, such as epilepsy or asthma, should be recorded on the child's record card together with appropriate instructions.
- Where possible in the case of young children, the medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and should be delivered personally to the headteacher or an appropriate member of staff.
- Medicines should be clearly labelled with the contents, owner's name and dosage and must be kept safely away from children, either in the staff room fridge or locked in a secure place or headteacher's office unless they may be needed urgently (e.g. epipen).
- The medicines should be self-administered, if possible under adult supervision, and a written record kept of the dates and times of the administration.
- No medicines will be given that are not prescribed by a GP.
- Request forms for long term medication should be updated regularly or whenever necessary.
- The headteacher should obtain written indemnity from the parent in favour of the headteacher or the member of staff involved.
- It is the parents' responsibility to check that any medication is not out of date.

We will require further consultation with parents before accepting responsibility for administering medicines if we have any of the following concerns:

1. The medicines or tablets are believed to be dangerous.
2. The timing or nature of administration is of vital importance and serious consequences could result if a dose is not taken.
3. Where some technical or medical knowledge or expertise is required.

Members of staff should never administer an injection without proper training.

In an emergency, e.g., if a pupil urgently needs medical attention, the school would summon an ambulance and the parents.

In circumstances of a pupil suffering severe epilepsy, consultation will take place with the school nurse, Area Health Officer, the parents and key workers with the child. Staff will undertake training to cope with medical situations.

A decision to administer drugs will only be reached when staff feel comfortable and confident to carry out delicate procedures and parents have given full consent.

Details of the current school doctor and school nurse are available from the school office.

This policy has been adopted with the approval of the school Governing Body. It will be reviewed on a three-yearly basis.

Mark Gibbons, Headteacher