



# **Lansdowne Turney Federation**



## **Medication Policy**

**Adopted: September 2022**

**Review Date: September 2023**

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### **Medication Policy**

#### **AIMS OF THIS POLICY**

- To ensure the safe administration of medicines to pupils where necessary and to help to support attendance
- To ensure the on-going care and support of pupils with long term medical needs via a health care plan
- To explain the roles and responsibilities of school staff in relation to medicines
- To clarify the roles and responsibilities of parents in relation to pupils 'attendance during and following illness
- To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- To outline the safe procedure for managing medicines on school trips

#### **ROLES AND RESPONSIBILITIES**

##### **Headteacher**

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Medicine Policy
- To ensure that this policy is reviewed annually.
- To ensure there is a designated medication co-ordinator.
- To ensure all relevant staff are aware of individual pupil's needs relating to medication.

##### **Medication Co-ordinator**

Jo Tovey is the medication co-ordinator for Turney School. Jon Jukes is the medication co-ordinator for Lansdowne School. They will liaise between the medical professionals, parents/carers and the school staff to ensure the pupils receive the correct medication.

##### **Staff**

To follow the procedures outlined in this policy.

To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long-term medical needs, including how to react to an emergency.

- To share medical information as necessary to ensure the safety of a pupil

- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the first aid room and first aid boxes stocked with supplies
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS 'below

### Parents / Carers

- To give the school adequate information about their children's medical needs prior to a child starting school
- To follow the school's procedures for bringing medicines into school
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

### **SCHOOL ATTENDANCE DURING/AFTER ILLNESS**

- Pupils should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours
- Pupils should not be sent to school with earache, toothache or other significant discomfort
- Pupils should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

### **SAFE ADMINISTRATION OF MEDICINES AT SCHOOL**

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the pupil's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact
- All medicines must be brought to the school office by an adult.
- Medicines must NEVER be brought to school in a child's possession
- The adult is required to complete a parental agreement form at the school office
- for the medicine to be administered by school staff

- The Executive Headteacher must be informed of any controlled drugs required by children, e.g. equasym.
- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school without prior written permission from the parent/carer
- Administration of medicines at school must be recorded in the Medicines Book by the appropriately appointed member of staff and witnessed by a second member of staff in the case of controlled medication
- Parents may come to the school office to administer medicines if necessary
- Some pupils may self-administer medication, e.g. insulin, if this has been directed
- by the parents when filling in the medicine form
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed in time appropriate to need.

## **STORAGE OF MEDICINES**

- Antibiotics (including antibiotic eye drops) must be stored in the first aid fridge
- Tablets must be stored in the locked first aid box in a locked drawer in the Main Office
- Epipens should be stored in the wall cabinet in the Main Office
- Anithistamine eye drops for severe hayfever must be stored in the wall cabinet in the Main Office
- No medicines, other than asthma inhalers, may be kept in the classroom
- Parents are responsible for the safe return of expired medicines to a pharmacy

## **MEDICINES ON SCHOOL TRIPS**

- Pupils with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. The school's medication co-ordinator should discuss any concerns about a pupil's safety with parents.
- The Educational Visits Leader is responsible for designating a school First Aider for the trip
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form
- The First Aider will return the form and any unused medicines to the First Aid room on return to school.