

GLENCORSE PRIMARY SCHOOL
'A small school building big dreams'

Medication Policy

Roles and Responsibilities

The Headteacher has overall responsibility for ensuring that all staff have a clear understanding of the school's policy on medication and are aware of their roles and responsibilities in its implementation.

Where possible, parents should plan so that medication can be taken before or after school. In cases where it is necessary that a pupil takes medication during the school day, this will be administered or supervised by the school admin assistant. In her absence, the class teacher/Headteacher will undertake this role.

Class teachers will be made aware of the medical conditions and medication requirement of their pupils. This information will be treated sensitively.

It is not generally the responsibility of the class teacher to administer medication. Exceptions to this would be where a teacher has agreed to be trained in the administration of rectal valium or on a class excursion.

Storage and Record Keeping

With the exception of inhalers carried by the pupil, all medication will be kept in the filing cabinet in the main office. The filing cabinet will be open during admin hours, but locked at night. All staff will be made aware of the location of keys to the filing cabinet outwith these hours.

Medication which requires to be refrigerated will be kept in the fridge in the staff room in a marked, airtight container. This will be returned to the parent on a daily basis.

The record of all medication/administration will be kept in a document wallet in the same filing cabinet. School records all medication administered/taken during the day. This is signed and witnessed by 2 members of staff. A record of medication administered/taken will be sent home with the child.

Administration Forms

No medication can be administered or taken without the necessary request form being completed by the parent/guardian. The Admin Assistant will provide the necessary form on request.

Any pupil who has special needs will have an Individual Healthcare Plan (IHP). This will be drawn up jointly by the Headteacher, parent/guardian and the pupil, if appropriate. The school doctor may also be asked to contribute.

Non-Prescription Medication

School staff should under no circumstances give non-prescription medication such as painkillers to children.

If a pupil suffers regularly from acute pain (e.g. migraine), parents should supply appropriate painkillers, complete the appropriate form for self-administration, giving clear instructions about when the child should take them.

They should, if required, be taken under supervision of the admin asst. /teacher, who will inform the parent in writing on the day they are taken.

Whenever a child takes medication independently, this should be recorded on the Non-Prescribed Medication Record Form.

No child under the age of 12 should be given aspirin – except under medical advice.

Care of Inhalers

Children with asthma must have immediate access to their reliever inhalers when they need them.

Pupils who are able to use their inhalers themselves should usually be allowed to carry them with them. If the child is too young or immature to take personal responsibility for the inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the pupil's name. Inhalers should also be available during physical education and sports activities or school trips.

Parents are asked to provide an additional inhaler for use in the school to avoid situations where a child is in distress and has left their medication at home.

If normal procedures for dealing with an asthmatic attack don't take effect, then medical advice will be sought and/or an ambulance called.

In severe cases, the school will draw up an IHP, otherwise forms MED1 or MED2 should be completed.

Inhalers should always be carried when going on a school trip.

Whenever a child uses an inhaler independently, this should be recorded on the Asthma Record Form.

Long Term / Complex Medical Needs

A few children may have medical needs which are more complex and require more specific procedures to be in place.

Such children will have an IHP giving details of the management of their condition on a regular basis and the emergency procedures should they arise.

Where an IHP is drawn up, it will have attached a school management plan, clearly detailing emergency procedures for that child. This will be fully discussed with the class teacher and other key staff involved.

An IHP will be reviewed annually.

School Outings

All teachers will carry a basic First Aid Kit made up in accordance with the Authority Guidelines.

Staff leading an excursion will be made aware of any medical needs and emergency procedures.

Reliever inhalers should always accompany the pupil as necessary.

Staff Development and Training

While acknowledging the importance of confidentiality, it is important that parents keep the school informed about their child's medical situation.

Staff will then be given appropriate information as deemed necessary about the medical needs of the children in their care.

Through in-service training, staff will have the opportunity to further their knowledge and skills. No member of staff will undertake to administer rectal valium without specific training. Even after training, staff are under no obligation to carry out this procedure. Where no member of staff is willing to be trained, emergency procedures will be put in place.

Role of Parents

Parents are asked to complete an Annual Data Check form every September outlining their children's medical needs. While acknowledging the importance of confidentiality, we ask that parents inform the school of any medical

condition/changes of their child throughout the year. This will be shared **only with** staff who need this information to ensure the safety of the children in their care.

Parents should complete all necessary administration forms.

Where there is a more significant medical condition, parents will meet with the school to draw up an Individual Healthcare Plan (IHP), in consultation between themselves and appropriate school medical officer.

Parents should not send medication into school with their child. They should bring this into school to prevent its misuse by their own or other children.

All medicines kept in school should be collected at the end of each term and will not be sent home with the child.

School staff are not responsible for disposing of date-expired medication. This should be done by the parent.

It is important that children prescribed reliever inhalers have ready access to them. Please ensure that your child always has an inhaler in school, if prescribed, and that it is neither finished nor past the expiry date.

The purpose of the School Policy is to ensure the well-being and safety of all our pupils. Please read it carefully and don't hesitate to contact the school if there are any issues which are causing concern or require clarification.

Julie Barnes
Headteacher

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