

Samuel White's Infant School

MEDICATION OF PUPILS IN SCHOOL POLICY

Vision

Our vision is one of everyone working together within the school community, in a happy, caring, safe environment to inspire, excite and challenge every individual to achieve lifelong skills through a joy of learning.

Aims

We aim to ensure that all children

- Grow and learn in a caring and safe environment where every second counts and every child matters
- Are part of an inclusive broader curriculum and achieve their full potential
- Have confidence and high self esteem
- Respect themselves, each other and the environment
- Are able to work and play independently and collaboratively
- Are supported fully by the parents and the community

These aims are designed to ensure that the school meets the needs of all:

- Without discrimination, harassment or prejudice against anyone on the grounds of gender, race, colour, religion, nationality, ethnic or national origins, ability, disability and social circumstances.
- Through recognizing, valuing and celebrating diversity and preparing pupils to be part of a diverse society.
- Through inclusive educational practice.
- Through actively promoting good personal and community relations.
- By having clear, consistent procedures for dealing with all forms of bullying and harassment.

RATIONALE

Children with long term medical needs sometimes require access to appropriate medication during school hours to enable them to continue to be educated at school. Such medication can be a hazard to others without suitable procedures.

AIMS

- To ensure agreed procedures for managing medical needs and any emergency action
- To clarify responsibilities
- To ensure children with medical needs receive proper care and support at school.
- To provide safe storage and administrations of medicines.
- To maximise school attendance.

DEFINITIONS

Short-term medication – medication which is needed to allow the pupil to return to school for a few days whilst completing a course of medication of two weeks or less, e.g. antibiotics. The administration of this medication is the responsibility of parents/carers.

Emergency short-term medication – medication approved by parents as part of a school trip e.g. travel sickness medication or related to diet. This is normally administered by parents.

Long-term medication – medication required to manage a long term medical need, where medication is required for extended periods. This type of medication is what this policy relates to.

GUIDELINES

1. Parents are responsible for all aspects of their child's medication.
2. The school will only administer medication where an appropriate disclaimer form has been completed by the parent/guardian of the pupil. Emergency treatment must be clearly outlined together with clear instructions for administration of any medication and an

emergency contact number given. **If a pupil turns up with medication without the appropriate documentation completed, we will not be able to administer the medication.**

3. On receipt of completed forms, the Headteacher and appropriate staff will discuss the nature of the request and identify which adults will be responsible for assisting with the child's medication. Normally designated staff are required to administer medication except in an emergency situation e.g. allergic reaction, where any staff trained in using particular medications may assist with administration.
4. Medication might be needed in cases of chronic illness or long-term complaints such as asthma (see separate policy), anaphylaxis, diabetics and epilepsy.
5. Children with potentially life-threatening conditions must have clear health care plans, carrying a photograph of the child. These are normally drawn up by School Health Service personnel and must be displayed in the classroom, office and staffroom. Children with severe allergic reactions resulting in anaphylactic shock (**) will require immediate treatment, i.e. Epipen, which will be kept in the child's classroom.
6. Children with on-going medical needs will be listed for all staff and also be notified in class registers for supply teachers. Cooking parent helpers to be notified of any children with specific allergies.
7. Medication for such children will be stored centrally in the school, in a refrigerator (by agreement of the Headteacher) or in the classroom cupboard, as appropriate
8. All medication must be clearly marked with child's name, class and dosage. Where possible, children should be responsible for administering it themselves with adult supervision. Parents may wish to take this role. Parents are responsible for checking that medication is replenished, in date or functioning properly.
9. Medication will be taken for any child on a school outing or visit arranged by the school.
10. Medical advice may be sought from the school nurse or the family doctor in certain circumstances.

() Anaphylactic = A hypersensitive state of the body to a foreign protein causing breathlessness pallor and collapse.**

CONCLUSION This policy should prevent misunderstandings or mishaps as well as promoting good care and consideration of children's needs. This policy will be reviewed in **February 2012.**

Headteacher.....Date:.....

Chair of Governors.....Date:.....