



LIMES FARM JUNIOR SCHOOL- Policy on Administering Medicines in School

Aim

To establish a framework for the safe administration of medicines in school.

Overall considerations

Parents must ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours as school will not administer any medication to pupils during school hour, unless there are exceptional circumstances. Exceptional circumstances must be formally approved by the Headteacher. Oral information from the pupil or parent will not be acted upon.

A written request must be made to the school and emailed to office@limesfarmjuniorschool.co.uk with the subject heading "Request for Administering Medication in School", detailing the child's name, the name and reason for medication, frequency and dosage.

In cases where the administration of medicines is approved and authorised by the headteacher and where the parent asks the school to act in loco parentis the following preconditions will apply:

1. The school must be informed if a child brings any medication into school. The parent must supply the medication in a suitable container clearly labelled with:
 - the child's name
 - the name of the medicine
 - the method, dosage and timing of administration
 - the date of issue
 - the expiry date

Details of possible side effects should also be given.

The school will also label the medication with the child's name.

2. Parents must complete an electronic form of consent for the administration of medicines/treatment. This will be sent to parents once the request for administering medication at school has been approved by the Headteacher.

Adapted August 2020 – Covid 19

Only medicines and treatments prescribed by a doctor and accompanied by a written instruction from the parent or doctor will be accepted.

3. The school will encourage children to take responsibility for their own medical care under the supervision of a nominated member of staff during educational visits. This may cover self-administration of medicines, using an inhaler or giving their own injection.

4. Where possible not more than one week's supply should be sent at one time.

5. It is important that an up-to-date record of the parent's home and work telephone numbers are made available to the school so that parents can be contacted at any time.

6. Medicines will be kept in a safe place, separate from the first aid box in the medical room with a care plan attached. Bronchodilators and medications needed in an emergency will be readily accessible. A nominated member of the Office staff will be made responsible for administering medication. Cross reference checking will be made by the nominated person with the medicine and the form completed by parents before it is administered Teachers will not be required to administer medicines.

Our school privacy notices and impact assessment accurately reflect our use of data for child protection purposes, particularly with pupils with health care plans.

Teachers will not be required to administer medicines.

7. Medicines no longer required will be handed back to the parent at a prearranged time. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.

8. In the case of children with type 1 diabetes, severe asthma, allergies and other ongoing medical needs that require the administering of medicines, an individualised medical care plan will be created with the relevant medical staff and parents and carried out, under the supervision of the Inclusion Leader, by trained and nominated staff. Any concerns regarding an individual child MUST be reported to a member of SLT.

It is important that parents do not hide symptoms of high temperatures by giving their child Calpol or other medication to reduce fevers as it could put someone at risk. Parents will need to be ready and willing to-

Adapted August 2020 – Covid 19

- 1) Book a test if they or their child is displaying symptoms of covid-19 and must be sent home to self-isolate if they develop them at school.
- 2) Provide details of anyone they or their child have been in close contact with if they were to test positive for Covid-19 or if asked by NHS Test and Trace.
- 3) Self-isolate if they have been in close contact with someone who tests positive for Covid-19 or if anyone in their household develops symptoms of Covid-19.

Review

This policy and the associated guidelines will be reviewed every two years or as necessary.