


# RISE PARK PRIMARY AND NURSERY SCHOOL



## Medication Policy

November 2020

Signed by Chair of Committee	
Print Name	Jeanette Kirkby
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# Rise Park Primary and Nursery School



## Medication Policy

### Introduction

The school policy for Medication was originally developed and agreed by the Joint working committee of governors including staff. It includes the advice given from the school nurse to reflect current advised practice and procedures.

### Administration of medication policy

The Governing body and staff of Rise Park Primary and Nursery School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head teacher will accept responsibility in principle for members of the school office staff giving or supervising pupils taking prescribed medication during the school day.

Please note that parents/carers should keep their children at home if acutely unwell or infectious.

### In what instances we will give medicine

- As a rule school will not administer prescribed medication if the dosage states that it needs to be administered **three times a day (or less)**. School expects that in cases such as these, the medicine should be administered first thing in the morning (before school), late afternoon/early evening (after school) and lastly just before bed time. Therefore it is not necessary to administer this type of medication at school unless specifically to be taken immediately before or after food. Exceptions may be made for younger children i.e. Nursery children.
- If a prescribed medicine needs to be administered **four times (or more)** a day, or before or after lunch, then provided the guidelines outlined in this policy is followed the school will administer the medicine at lunch time.
- Schools will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.
- Schools can reserve the right to decide if it will allow unprescribed medication such as Calpol to be administered on a case by case basis.
- Travel sick pills will only be administered if school knows in advance they will need to be given. They must always be handed over to the

member of staff in an envelope, stating the pupil's name, class number, dosage to be given and time to be administered.

- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
- **A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.**
- Please refer to Appendix A Asthma policy for particular guidance on inhalers.
- Rise Park Primary and Nursery School reserves the right to decide if it will allow prescribed medication to be administered on a case by case basis e.g. a diabetic child, an epileptic child or other life threatening conditions.

### **The preparation and procedure of giving medicine**

- If your child meets the requirements outlined in this policy fill out form, Appendix B.
- Each item of medication must be clearly labelled with the following information:
  - Pupil's name
  - Name of medication
  - Dosage
  - Frequency of administration
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date
- The school will keep records, which they will have available for parents/carers. The records will show:
  - The date/time/name of child and the amount administered
  - Person administering medicine needs to sign their name.
- Each item of medication must be delivered to the Main school office, in normal circumstances by the parents/carers, in a secure and labelled container as originally dispensed. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.
- It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.

- It is the parents'/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- Should the parents/carers prefer to administer the medicine themselves then they can come to school and administer the medicine between 12 o'clock and 1 o'clock. Parents/carers can come at the same time to administer non-prescribed medicines if they consider it necessary.
- For each pupil with long term or complex medication needs, the Head Teacher will ensure that an Individual Health Care Plan is drawn up, in conjunction with the appropriate Health Professionals.
- A case file for each child should be kept which should be securely filed. The school nurse will review all Health Care Plans and documentation.
- It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and our school will encourage this. The age at which children are ready to take care of and be responsible for, their own medicines, varies. Therefore the decision when they should be encouraged to participate in decisions about their medicines and to take responsibility will be made on an individual basis and in consultation with their parents. Where it is appropriate to do so, pupils will be encouraged to administer their own medication under staff supervision. Staff supervision may not be necessary when a child is administering their inhaler, this shall normally be administered in the class room and not in the school office. (See Appendix A Asthma policy).
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parents/carers at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parents/carers for safe disposal.

### **The role of the Intimate Carer when administering medicines**

- To administer medicines at time needed and dosage prescribed.
- To keep all medicines safe in a locked cupboard and to return medicines to parents if medicines need to go home on a daily or short term basis.

- To inform parents when further supplies of medication is required.
- To keep records of all medication given which are signed.
- To inform parents of any significant issues around medication.
- Keep all relevant members of staff informed of any significant issues around medication.

### **The role of the School Nurse**

- To work closely with the school and in particular the Intimate carer.
- To ensure all documentation is up to date by checking regularly.
- Attempt to resolve any medical queries school may have either about a condition or the care needed.
- To provide further medical advice to parents.

### **Invasive Procedures**

Two adults (of the same sex as the pupil, as far as possible) will be present when invasive procedures are performed unless the parents have agreed to the presence of one adult only. Whilst this may be seen as providing protection against a possible allegation against a member of staff, it further erodes the privacy of the child. School will ensure that there is always a member of staff nearby when intimate care takes place.

### **Racial Equality & Equal Opportunities Statement**

All children have equal access and inclusive rights, regardless of their age, ethnicity, gender, race, religion, belief, disability or ability. Rise Park Primary and Nursery School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, religion, belief, disability or ability. Rise Park Primary and Nursery School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

### **Review**

This policy will be reviewed in the Autumn term of 2021.



## **Appendix A**

### **RISE PARK PRIMARY AND NURSERY SCHOOL HEALTH, SAFETY & WELFARE POLICY**

#### **ASTHMA POLICY**

- Rise Park Primary and Nursery School welcomes all pupils with asthma.
- In accordance with the Department of Health “Guidance on the use of Emergency Inhalers in Schools 2014. All children known as asthmatics or in regular need of a salbutamol inhaler will be named on the schools asthma register.
- Consent will be sought for the administration of an emergency salbutamol inhaler, should the child’s own prescribed one fail to work.
- The staff recognise that asthma is an important condition affecting many school children.
- All staff are aware and recognise the signs/symptoms of an asthma attack and a clear understanding of what to do. Procedure cards available in first aid areas and class asthma bags.
- Pupils are expected to have their own inhaler to be kept at school. All inhalers will be named and kept in class bags for easy access.
- The school recognises the need for immediate access to medication at all times: in the classroom, on the sports field, break and lunch times, swimming, school trips.
- Pupils who have an attack will be dealt with in a sympathetic manner and will be treated when appropriate in private, to help maintain their dignity.
- All first aid areas have an emergency salbutamol inhaler and a
- copy of Asthma register available.

- **In the event of the school's emergency inhaler being used a notification slip will be given to parents/carers.**
- **There will be liaison with parents and external medical bodies where appropriate.**
- **The school is aware that a clean environment is important to people with asthma.**
- **Sympathetic consideration will be given to the management of activities pursued by children with breathing difficulties / prescribed inhalers.**
- **Parents/carers have access to the Asthma policy via the school's website and upon disclosure of any medical condition that requires the administration of an inhaler or upon request.**
- **This policy was reviewed and amended with staff and Governors in June 2018.**
- **This policy will be reviewed in November 2021.**

## Appendix B





# Rise Park Primary and Nursery School Parental agreement for setting to administer medicine



The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine. Medicines must be in the original container as dispensed by the pharmacy.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	
Is a healthcare plan in place?	

## Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
Date to begin medication:	
Date to end medication:	

## Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting/home to school transport staff *(delete if not applicable)* administering medicine in accordance with the school/setting policy. I will inform the

school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date