

DODFORD FIRST SCHOOL



Achieve, Believe, Create and Fly High

Medication Policy 2023

Roles and Responsibilities

Parents or Guardians:-

- Have prime responsibility for their child's health.
- Are responsible for ensuring their child is well enough to attend school.
- Should, where possible, arrange with their doctor for medication to be administered outside of school hours.
- Should be encouraged to provide the school with details of their child's medical condition, whether this is **before** the child starts school or if a **condition develops** whilst the child is attending school.
- Should liaise with the Headteacher to agree the school's role in helping to meet their child's medical needs.
- Are responsible for supplying written information about the medication their child needs to take in school and letting the school know in writing of any changes to the prescription or its administration or to the support required.
- Should, where possible, arrange for a separate supply of medication for use in school.
- Are responsible for the disposal of medication.

Where parents/guardians have difficulty supporting or understanding their child's medical conditions, assistance should be sought from the School Health Service.

Similarly, if a member of staff develops concerns about a child's medical condition, they should share those concerns with the Headteacher, so the parents/guardians can be informed.

The School's Governing Body:-

- Ensures the school's Health and Safety Policy is in place, including procedures for managing medication and effective management systems.
- Ensures staff are aware of the policy and their responsibilities within it.
- Ensures insurance fully covers staff acting within the scope of their employment.
- Ensures correct procedures are followed.
- Has responsibility for ensuring staff receive appropriate training to support pupils with medical needs.

The Headteacher:-

- Works with the Governing Body to develop their school's own policy.
- Implements policy and develops detailed procedures.
- Ensures staff receive proper support and training.
- Will make daily decisions about the administration of medication.
- Ensures medication is stored safely.
- Ensures parents/guardians are aware of the school's policy and procedures.
- Liaises with the Consultant in Communicable Disease Control following the outbreak of an infectious disease.
- Agrees with parents/guardians what support the school can provide
- Ensures emergency procedures are in place.
- Obtains agreement from parents/guardians to share information about their child's medical condition/health with other staff members.

In cases where the Headteacher feels concern about meeting the child's medical needs or where the expectations of parents/guardians appear unreasonable, they can seek advice from the School Health Adviser (School Nurse), School Doctor, G.P. or other medical advisers.

Staff:-

- If/when staff volunteer to support a child with medical needs, they need to receive information about the condition and the likelihood, or not, of an emergency arising.
- Tasks should be clearly identified with training provided before they are asked to administer medication.
- Support and/or cover for absence or unavailability will be required.
- Should ensure appropriate records are kept. A signature and counter-signature must be obtained each time a medicine is administered.
- Should be aware of any possible side-effects.
- Should bring to the attention of the Headteacher any concerns they have about a pupil's medical condition.

The School Nurse:-

- Can help schools to draw up an Individual Health Care Plan for pupils with medical needs if needed – please refer to the school's 'Supporting Children with Medical Conditions' Policy.
- Can supplement information given by parents/guardians and G.P's.
- Can advise on training for school staff who have volunteered to administer medication.
- May be prepared to attend school open days/evenings to give advice to parents/guardians and school staff.

Administration of Medicine

There is no requirement for any member of staff to administer medicines. This should always be on a voluntary basis and can be delegated to a member of staff by the Headteacher. Each request for medicine to be given to a child will be considered on an individual basis.

It is normally expected that parents administer medicine to their children and should request that G.P.'s be asked to prescribe in a way that avoids the need for medicine to be taken onto school premises. Where it is deemed appropriate for medicine to be administered at school, the Headteacher will ensure the guidelines are followed carefully. Particular care and attention will be taken when:

- Children are off-site.
- Timing of doses is vital.
- Some technical or medical knowledge or expertise is required.
- Where intimate contact is needed.

Parents are informed in our school prospectus about our policy for administering medicine. Only those medications which are prescribed on a 4 times daily basis should need to be administered in school. General pain relief medication, for example Calpol, should not need to be administered at school unless due to unusual circumstances, for example, post-operative care.

No medication will be administered to a child without a parent/carer completing the appropriate consent form (see the appendices).

Certain ongoing administration of medicines will only require one consent form for that academic year (for example a steroid cream).

Unusual Administrations

There may be an occasion where a child may require treatment of an unusual nature e.g. injections, assistance with catheters or management of children with tracheotomies. On these occasions training will be given by the Health Service. Staff may volunteer to undertake these tasks but are not obliged to do so. If the trained member of staff is absent, the parent will need to attend school to perform the administration.

Storage of Medicines

Medicine not in use will be stored in the office, clearly labelled with the child's name. Inhalers are kept in the first aid cupboard in the office and are taken out of school wherever the child goes. It is the responsibility of parents to note expiry dates when sending items in to ensure medications are in date. The key first aider to check expiry dates on a termly basis.

This policy works alongside the school's Health and Safety Policy, Safeguarding and Supporting Children with Medical Needs Policies.

Policy updated and reviewed: August 2022

Policy review due: September 2024