



Malvern Primary School

Medicine Policy

Updated September 2020

Medicine Policy

Local Authorities, schools and governing bodies are responsible for the health and safety of pupils in their care. The legal framework dealing with the health & safety of all pupils in schools derives from health & safety legislation.

Anyone caring for children including teachers, other school staff and day care staff in charge of children have a common law duty to care to act like any reasonably prudent parent.

Procedures for managing prescription medicines which need to be taken during the school day

- Medicines should only be taken into school when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- It should be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- Only medication which has been specifically prescribed to a pupil by their doctor, dentist or hospital may be administered by the school
- The medication should be brought into the school office by the child's parent/carer.
- The school will not accept medication that has been taken out of the container as originally dispensed and will not make changes to the prescribed dosage on parental instruction
- Form 1 (Administration of Medication Form) should be completed by the parent/carer.
- The medication will be administered by a member of the school staff
- Staff administering medication should do so in accordance with the prescribers instructions.
- Staff should check the prescribed dose, expiry date and written instructions provided by the prescriber on the label or container before administering medication
- The medication must be collected at the end of the school day by the parent/carer unless pre-arranged with the Headteacher.
- Under no circumstances may a child be in possession of the medication themselves (except with inhalers for asthma).
- There is no legal or contractual duty on child-care settings or school staff to administer medicine or supervise a child taking it. This is a voluntary role.
- Aspirin and Ibuprofen will not be administered to any child under 16 unless prescribed by a doctor.

Procedures for managing prescription medicines on trips and residential

- Only medication which has been specifically prescribed to a pupil by their doctor, dentist or hospital may be administered by the school
- The medication should be brought into the school office by the child's parent/carer.
- The school will not accept medication that has been taken out of the container as originally dispensed and will not make changes to the prescribed dosage on parental instruction
- Form 1 (Administration of Medication Form) should be completed by the parent/carer.
- The medication will be administered by a member of the school staff
- Staff administering medication should do so in accordance with the prescriber's instructions.
- Every time medication is administered to a child by school staff or by the parent a written record will be kept.
- Staff should check the prescribed dose, expiry date and written instructions provided by the prescriber on the label or container before administering medication
- The medication must be collected at the end of the school day, or end of the residential trip, by the parent/carer.

- Under no circumstances may a child be in possession of the medication themselves (except with inhalers for asthma).
- The medication (along with form 1) will be taken on the trip/residential by the teacher in charge

Roles and responsibility of staff managing administration of medication or supervising administration of medication

- When a child with asthma has their own medication in class, teachers must always be informed before a child uses their inhaler and must be aware of safe dosage levels.
- The school will not accept medication that has been taken out of the container as originally dispensed and will not make changes to the prescribed dosage on parental instruction
- Staff administering medication should do so in accordance with the prescriber's instructions.
- Staff should check the prescribed dose, expiry date and written instructions provided by the prescriber on the label or container before administering medication
- Every time medication is administered to a child by school staff or by the parent a written record will be kept.
- Lunchtime supervisors should be informed of any medical needs which may affect a pupil.
- The Headteacher and staff will always treat medical information confidentially.

Parental responsibility in respect of a child's medical needs

- Parents must never send any medication into school with their child
- The school will not accept medication that has been taken out of the container as originally dispensed and will not make changes to the prescribed dosage on parental instruction
- Every time medication is administered to a child by school staff or by the parent a written record will be kept.

Assisting children with long term or complex medical needs

- School needs to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements will be made as necessary.
- A healthcare plan will be drawn up with the co-operation of the child's parents.
- A Medication form will be completed for any medication which must be administered
- Any medication which needs administering over a long period of time will be stored in the school safe for safety reasons.
- Children with asthma will keep their inhalers/spacers in their own classroom or in trays in their own desks and have immediate access to them. They are allowed to administer their own inhalers but must always inform their teacher before taking any inhalers so the teacher is aware of safe dosage levels and so that the teacher can record this usage. All children with asthma will be registered on the schools asthma list.
- Every time medication is administered to a child by school staff or by the parent a written record will be kept.

Children carrying and taking their medicines themselves

- Children with asthma will keep their inhalers/spacers in their own classroom or in trays in their own desks. They are allowed to administer their own inhalers but must always inform their teacher

before taking any inhalers so the teacher is aware of safe dosage levels and so that the teacher can record this usage. All children with asthma will be registered on the schools asthma list.

- No other medication may be carried or administered by the child.
- Every time medication is administered to a child by school staff or by the parent a written record will be kept.

Staff Training in dealing with medical needs

- Each Key Stage has a qualified first aider (First Aid at Work) and other appointed first aiders.
- Requalification will take place every 3 years

Record Keeping

- All forms will be filed and kept for a period of 4 years

Safe storage of medication

- Medication will be stored in the school medical safe. This is kept locked and only named staff have access.

Schools Emergency Procedures

- The school will follow the Emergency Procedures as stated in the “KMBC Emergency Procedures” policy

Risk assessment & Management Procedure

- The school is to hold a medicine policy
- Staff are to be made aware of the policy & their responsibilities within that policy
- Make sure appropriate safety measures are in place
- Make sure staff are properly trained and receive guidance on their responsibilities as employees

Date agreed by governors: September 2020

Signed (Chair of Governors):

Signed (Headteacher):

Date for review: September 2021