



# George Dixon Primary School

## Medicine in School Policy

This policy was updated and ratified by George Dixon Primary School:	<b>26.06.2020</b>
School staff were consulted on this document:	<b>Summer 2020</b>
This policy is due to be reviewed on:	<b>Summer 2021</b>

**Chair of Board of Governors**

**Signature:** 

**Print Name:** Lynda Donaldson

**Date:** 26.06.2020

**Consideration  
Courage**

**Co-operation  
Communication**

**Care  
Commitment**

**Courtesy**

# School Medication and Asthma Policy

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from the Managing Medicines in School and Early Years Settings Document (DfES Revised November 2007) and Guidance on Managing Medication in Birmingham Schools 2010.

Children with medical needs have the same rights of admission at George Dixon as other children. Most children will at some time have short-term medical needs, for instance finishing a course of medicine such as antibiotics. Some children however have long term medical needs and may require medicines on a long-term basis to keep them well, for example in the treatment of Attention Deficit Hyperactivity Disorder (ADHD). In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

We, as a school, recognise that there are times when it may be necessary for a pupil to take medication during the school day. We are prepared to take responsibility for these occasions in accordance with the guidelines set out in this policy.

## Parental Responsibility

- Parents/Carers have the prime responsibility for their child's health and should provide George Dixon with information about their child's medical condition, this should be done upon admission or when their child first develops a medical need.
- All parents will be asked to complete a Medical Form, giving full details of a child's medical conditions if necessary. Information may include regular medication, emergency medication, emergency contact details, name of family doctor, and details of hospital consultants, allergies and special dietary requirements.
- Where a child has a long term medical need then a health plan will be drawn up with the Parents/Carers and Health Professionals.
- We would ask parents to request that their doctor, wherever possible, prescribe medication which can be taken outside school.

## Prescribed Drugs

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day. George Dixon can only accept medicines that have been prescribed by a doctor, dentist, or pharmacist. Medicines should always be provided in the original container as dispensed by a pharmacist and include instructions for administration with the child's name, dosage and instructions for administration, printed clearly on the label.
- All Medicines provided should be personally handed in by the parent/carer to the School Office.
- The medication should be accompanied by a School Medication Consent Form. This must be signed and dated by the parent/carer, which provides details of the medication to be administered, dosage, quantity of medication given to school, as well as, parental contact details and emergency contact details.

- A record of the administration of each dose will be kept on the 'School Record of Medication form which will be signed by the member of staff who administers the medication.
- Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept a medication. "Wasted doses" (e.g. tablet dropped on floor) should also be recorded.
- Should the medication need to be changed or discontinued before completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.
- If medication needs to be replenished this should be done in person by the parent/carer.

### **Administering Medications**

In line with Guidance on Managing Medication in Birmingham Schools 2010. It is essential that staff administering medications adhere to the following.

Medication **MUST** only be given in the presence of two staff.

- Before administering medication the member of staff should check;
  - The child's identity.
  - That there is written consent from a parent or carer.
  - The medication, name and strength and dose instructions match the details on the consent form.
  - That the name on the medication label is that of the child being given the medication.
  - The medication to be given is in date.
  - That the child has not already been given the medication.

### **Asthma**

- All inhaler devices should be clearly labelled with the child's name.
- Inhalers will be kept in the class accessible to the child.
- Parents will be informed if an attack has occurred during the day.
- Key Stage 2 Pupils are encouraged to become self-managing by the end of year 6. When a pupil has a clear and sensible understanding of the use of their inhaler they will be allowed to carry it with them and use it when necessary. A child's understanding will be verified through teacher's discussions with both parent/carers and children.
- If pupils leave the premises for any activity their inhaler will need to go with them. This will be the joint responsibility of staff and parents.
- All inhalers will be sent home at the end of each academic year. It is parent/carers responsibility to ensure a new and in date inhaler comes to school on the 1st day of the next academic year.
- All staff should access asthma awareness training which is updated regularly.

### **Storage and Disposal of Medication**

- The medication will be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration, printed clearly on the label.
- All medication with the exception of emergency medication will be kept in a locked cupboard in the Classroom. Refrigerated Medicines will be kept in the fridge in the Atrium, under the supervision of the Learning Mentor Team.
- All medications stored in school will be listed next to the child receiving that medication. The list will be displayed at the location of the medications storage i.e. on the front of the cupboard or fridge.
- A regular check will be made of the medication cabinet half termly, and parents/carers will be asked to collect any medication which is out of date or not clearly labelled. If parents/carers do not collect this medication it will be taken to the local pharmacy for disposal.

### **Sporting Activities**

- Most children with medical conditions can participate in physical activities and extracurricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. The school is aware of issues of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

### **Educational Visits**

- In line with our SEND and Inclusion policy we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Any risk assessments undertaken will allow for such children.
- Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.
- If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the school health service or the child's GP.

### **Known medical conditions**

- A personal Medical Card will be kept in the staff room and class room for children with known medical conditions such as allergies. The card outlines what to do in the event of an emergency and who to contact.

### **Training**

- Any staff requested to administer prescribed medicines will receive training to do so.