

# Clydach Primary School Ysgol Gynradd Clydach



# Clydach Primary School Medicine Policy 2019

Date Agreed: \_\_\_\_\_

Head teacher: \_\_\_\_\_

Chair of governors: \_\_\_\_\_

# Clydach Primary School



**THIS POLICY FORMS PART OF THE HEALTH AND SAFETY POLICY**

## **SCHOOL POLICY FOR THE ADMINISTRATION OF MEDICINES**

### **1. Introduction**

This policy outlines provision for administering medicines in our school.

The school policy for this provision reflects the consensus of opinion of the whole teaching staff. It has been drawn up as a result of staff discussion and has the agreement of the Governing Body and teachers.

The implementation of this policy is the responsibility of all staff.

This school will work with parents and the School Health Service to support the regular attendance at school of pupils who need to take medication while at school.

If a pupil has a long term medical condition the school will, in partnership with parents and with medical advice, draw up a health care plan to enable the pupil to participate as fully as possible in the life of the school.

The Headteacher, staff of the school, parents, School Health Service and other professionals all have a role to play and the needs of children are best met when there is good communication between all parties.

Medication is administered on a voluntary basis by staff and therefore parents are asked only to request administration of medicine during school hours when it is absolutely necessary. If at all possible arrangements should be made for medicines e.g. antibiotics, to be taken out of school hours.

### **2. Role of the Headteacher**

The Headteacher will:

- ◆ Determine, in discussion with parents and with the School Health Service, whether or not the school is able to meet the medical needs of the pupil. If so form A should be completed;
- ◆ ensure that staff who agree to administer medicine will receive support and advice on any necessary training from the School Health Service;
- ◆ regularly inform parents of the school's policy;

- ◆ ensure that **all** teaching and support staff and supply teachers who may need to deal with a medical emergency arising from a child's medical needs know the child's needs and the procedures to be followed;
- ◆ arrange the secure storage of medicines and ensure that if the storage is kept locked that all staff know where the key is kept and that all children who require medication know where their medicine is stored and who has the key;
- ◆ Arrange for the provision of protective disposable gloves to be used by staff when dealing with spillages of body fluid or when disposing of dressings.

### **3. Role of Staff**

It is recognised that the administration of medicines by staff is a voluntary activity which staff undertake for the welfare of pupils in this school. Two member of staff should counter sign the administration form/book

Staff who administer medicines will:

- ◆ check the pupil's name, date of birth, prescribed dose and expiry date of medicine before administration;
- ◆ complete form to record details of the medicine given
- ◆ ensure that the parent/carer is informed if a pupil refuses to take medicine;
- ◆ return any unused medicine to parent;
- ◆ follow basic hygiene procedures and wear protective gloves when dealing with spillages of body fluid or when disposing of dressings;
- ◆ if there is any medical concern about a pupil, parents/carers will be contacted immediately.

### **4. Role of Parents**

The cooperation of parents is sought to ensure that the child's safety and welfare is foremost. For this reason non-prescribed medicines will only be administered in exceptional circumstances with the agreement of the Headteacher. No aspirin will be administered. If the Headteacher is concerned about giving the medication requested advice will be sought from the School Health Service.

It is very important that parents provide the school with sufficient relevant information about their child's condition e.g. if there are any side effects of taking particular medication, if any precautionary measures need to be taken prior to physical exercise etc.

Parents should:

- ◆ complete a form if they wish medicine to be administered at school;
- ◆ bring medicines to school in the original container, clearly labelled with the pupil's name and date of birth;
- ◆ give written instructions preferably from the G.P.;
- ◆ ensure that if more than one medicine needs to be given, each is in a separate container;
- ◆ ensure that the school has a contact telephone number.

## **5. Health Care Plans**

If a child has a medical condition that requires careful management, the Headteacher will consult with parents and with the school doctor and then draw up a Health Care Plan in consultation with all relevant parties.

The plan will be a written agreement with the parent and will set out for staff, parents and pupil the help that the school can provide and receive

The Headteacher will be responsible for initiating a joint review of the Health Care Plan at least once a year, or sooner if the medical needs change. Parents are responsible for informing the school if medical needs change.

## **6. School Visits**

Whenever possible pupils will be encouraged to participate in school visits even if on medication. In certain circumstances parents may be asked to assist the school by accompanying the pupil on the visit. If the Headteacher is concerned about whether or not the school can provide for the child's safety or the safety of other pupils then advice will be taken from the School Health Service or the child's G.P.

## **7. Sporting Activities**

All pupils are encouraged to take part in Physical Education and games; for most children physical activity is of benefit for the child's social, mental and physical health.

If there are any restrictions on a pupil's ability to participate in Physical Education these should be included in the individual Health Care Plan.

If children need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication, staff will be made aware of this.

Staff who are supervising sporting activities will be made aware of emergency procedures.

Date.....

Signed.....