

Medicines Policy - LGPA



Aspire to achieve...

To be read in conjunction with First Aid and Health and Safety policies.

'Parents have prime responsibility for their child's health and should provide schools with information about their child's medical condition.' DFE Managing Medicines in Schools and Early Years Settings 2005

Children who require medication during school hours.

The Principal and Governors reserve the right to withdraw this service at any time.

Appointed staff can give medicines to children only if the child's parent has filled in a consent form and the medicine is clearly marked with the child's name.

Medication must be in the original container.

One appointed person will be allocated to give the medication.

Non-prescription medicines should not be given at school.

Paracetamol based medicines must only be given with the consent of a parent. Ibuprofen and Aspirin are never given to children at school unless prescribed by a doctor.

Parents should give medicines and forms to the Administration Assistant in the morning and collect it after school. Children are not allowed to collect the medicine unless with a responsible adult.

Medicines should be kept in the fridge/cupboard in the first aid cupboard in the ladies cloakroom.

Medicine labels must be checked before they are administered.

The medication administered list (in file by microwave in staff kitchen) should be completed after the appointed person has given the medication.

If it is imperative that a child receives medication at a particular time or in a particular way, school cannot be held responsible and the parent will be asked to come into school to administer the medication.

'It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescriber about this. It is to 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.' *DFES Managing Medicines in Schools and Early Years Settings March 05*

Children who require on-going and/or medication for more serious medical needs will be assigned a trained member of staff who will administer medications regularly. Health Care Plans will be written in conjunction with the school and parents for a child with on-going or more serious medical needs.

The details of children with serious medical needs are displayed on the staff kitchen wall.

Children's medication will be carried by and administered on school trips by a named member of staff.

ASTHMA

Children with asthma need quick access to their medication. Clearly named inhalers are kept in the staff kitchen cupboard. All children and staff are aware of the location. Older children may, with agreement of the Head Teacher and parent, have their own inhalers with them.

Children may need reminding to use inhalers before PE etc.

Teachers need to ensure that children's inhalers are available on school trips/sporting events.

If school is notified that a child has Asthma, a Health Care plan will be written by the parent and school which will record in detail the needs of the child.

STAFF TRAINING

If a child has on-going medical needs and requires regular and/or specialised medical support, training will be sought by school from the relevant health authority(ies) for at least two members of staff.

Staff members will not undertake any medical duties without appropriate training.

Appendix 1 Request for the School to Give Medication.

2 Master of a Health Care Plan

This policy will be reviewed when national updates from the DFE are made or if a child requires different support.