

## **St MICHAEL'S SCHOOL POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL 2017**

### **E Wood – Written in response to *Supporting Pupils at School with Medical Conditions DfE 2014 – Statutory Guidance***

St Michael's School staff wish to ensure that pupils with medication needs receive appropriate care and support at school. The Head Teacher, will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

The governing body will ensure that staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

Supporting a child with a medical condition during school hours is not the sole responsibility of one person, however, there are named staff in school who will ensure correct protocols are followed:

**Mrs A Billings** will be the named **governor** for overall responsibility for this policy implementation.

**Mrs E Wood** will be the named **teacher** for overall responsibility of the implementation and effective use of Individual Health Care Plans (IHCP) and administering of medication.

### **Administering Medications**

**Please note that parents should keep their children at home if acutely unwell or infectious.**

Parents are responsible for providing the class teacher with comprehensive information regarding the pupil's condition and medication (through use of an IHCP if necessary, see below).

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

It is at the school's discretion to administer non-prescribed medication, and will only do so with the consent of parents.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

If the medication does not have to be administered at school, eg for 3 times daily, then the school may ask for it to be administered at home only: before school, after school and bed time.

Each item of medication must be delivered to the class teacher, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.** Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.

**The school will not accept items of medication in unlabelled containers.**

Medication will be kept out of the reach of pupils.

The school will keep written records, which they will have available for parents (see attached) and for children in FS2, a parent signature will be required at the end of the day to acknowledge medicine has been administered by a member of staff at school.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. All medications will be sent home at least three times a year for parents to check supplies and expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

**Individual Health Care Plans (IHCP's)**

Children who have chronic medical conditions or require long term (more than 2 weeks) medication will have an IHCP. IHCP's may be initiated by a member of school staff, the school nurse or another healthcare professional involved in providing

care to the child. Plans should be developed in the context of assessing and managing risks to the child's education, health and social well-being to minimise disruption. Plans will be reviewed at least annually at the start of each academic year or earlier if the child's needs change (see separate IHCP policy for more details).

### **Unacceptable Practice**

The staff at St Michael's School agree that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Ignore the views of the child or their parents
- If a child becomes ill, send them to the school office or medical room unaccompanied
- Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged to attend school to administer medication or provide medical support to their child, including toileting issues.
- Prevent or create unnecessary barriers to children participating in any aspect of school life, including school trips.

### **Complaints**

Should parents be dissatisfied with the support provided to their child they should discuss their concerns directly with the school Head Teacher, Mr P Fox, or a member of the school governing body.

### **Foundation Stage 2**

St Michael's Early years staff will continue to apply the Statutory Framework for the Early Years Foundation Stage as recommended in *Supporting Pupils at School with Medical Conditions* DfE 2014 (p3).

### **Expiry or Review Date**

This policy will be reviewed in September 2017 in response to the statutory guidance review.