

RICHMOND SCHOOL MANAGEMENT OF MEDICINES POLICY

GENERAL

In preparing this Policy, the School has had regard to the guidance given in the DfES publication entitled 'Managing Medicines in Schools and Early Years Settings', issued in March 2005 and the Primary Professional Development's Publication 'Managing Medicines in Schools', written by Joe Harvey.

AIM

The School aims to support students who have medical needs and acknowledges that they have the same entitlement to admission and education as other students in the school.

RATIONALE

It is the School's view that medicines should only be brought to 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.

Wherever possible (which is in most cases) medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is noted that where medicines need to be taken three times a day, this could be done before and after school, and at bedtime.

ROLE OF THE HEADTEACHER

The Head Teacher has overall responsibility for implementing the policy and procedures for dealing with medical needs and will make sure all parents are aware of this policy at the time of admission, through newsletters and via the school's website.

The Head Teacher will ensure that appropriate training is offered to staff, where necessary.

The Head Teacher will, where parents' expectations appear unreasonable, seek advice from the school nurse or doctor, the child's GP or other medication adviser, as appropriate.

The Head Teacher will ensure that attention is paid to the safe storage, handling and disposal of medicines.

ROLE OF TEACHERS AND OTHER SCHOOL STAFF

Staff who have a student with medical needs in their class will be told of the nature of the condition and as to when the student may need extra attention. They will also be made aware of what action should be taken if an emergency should arise. All curriculum activities will be risk assessed appropriate to the medical needs.

All supply staff will be made aware of the medical needs of individual students, where appropriate.

At different times during the school day other staff may be responsible for the students (e.g. mid day supervisors). They too will be informed, where appropriate.

ROLE OF THE PARENT

Parents are a child's main carers. They are responsible for making sure that their child is well enough in the first place to attend school.

Parents should keep children at home when they are acutely unwell.

It is the parents' responsibility to inform the School of any medical condition that could impact on the student's health and safety welfare, behaviour etc. during the school day, either at the time of the child's admission to the school or when a medical condition develops.

Where necessary parents will be asked to provide the School with sufficient information about their child's medical condition and treatment or special care needed at school.

The parent(s) will jointly with the School reach an agreement on the school's role in helping with their child's medical needs.

All information received will be treated with the utmost confidentiality.

SCHOOL STAFF GIVING MEDICATION

Teachers' conditions of employment do not include giving medication or supervising a student taking it.

The School has a number of designated first aid officers among the Administrative Team.

There is no legal duty that requires school staff to administer medicines. However, any member of staff who agrees to accept responsibility for administering on-going/life sustaining prescribed medication to a student will have proper training and guidance. The type of training will depend on each individual case and the advice of the School Nurse Service.

STUDENTS

The School will support and encourage students, in consultation with their parents, who are able to take responsibility for managing their own medicines.

Students with a long-term illness should, whenever possible, assume complete responsibility, under the supervision of their parent, for managing their own medicines.

Students should know where their own medicines are stored and who holds the key.

Students are allowed to carry their own inhalers where appropriate and with parental consent.

If a child refuses to take medicine, staff at the School should not force them to do so, but instead note this in the records and follow agreed procedures. Parents will be informed by telephone message of any refusal as soon as possible and always on the same day.

SHORT TERM MEDICAL NEEDS

Many children will need to take medication or be given it at some time during their school life. Generally this will be for a short period only e.g. to finish a course of antibiotics or apply a lotion. (All GP's and dentists have been advised to avoid prescribing antibiotics within school hours).

Where it is necessary for medication to be administered, parents will be encouraged to ask the prescribing doctor or dentist to prescribe dose frequencies that enable it to be taken outside school hours.

LONG-TERM MEDICAL NEEDS

It is essential that the school has sufficient information about the medical condition of any student with long-term medical needs.

The following information is required:

- Details of the condition.
- Special requirements (dietary, pre-activity precautions, etc.)
- Medication and any side effects
- What to do and who to contact in an emergency
- The role the school plays

EDUCATIONAL VISITS AND SPORTING ACTIVITIES

On occasions the school may need to take additional measures for outside visits and/or sporting activities.

Parents should inform staff if their child is to be involved in either of the above and has any medical needs, together with any relevant emergency procedures.

Richmond School encourages and supports all students irrespective of medical needs to participate as much as possible in the life of the School.

EMERGENCY PROCEDURES

The School has written procedures for students who require hospital attention.

When a student is taken to hospital by ambulance (s)he will be accompanied by a member of staff who will remain with the child until the parent arrives. Relevant medical/medication information will be taken, as appropriate.

Guidance stipulates that staff should never take children to hospital in their own car and the School supports this.

INDIVIDUAL HEALTH CARE PLANS

Some students have medical conditions, either short term or long term, that if not properly managed could limit their access to education. In such cases it may be necessary to provide

an individual Health Care Plan which will ensure that school staff have sufficient information to understand and support a child with long term medical needs.

The school will draw up an appropriate health care plan in conjunction with the parent and the appropriate health agencies, if appropriate.

Where students have life threatening conditions, specific health care plans should be carried on vehicles to and from school.

STORING MEDICINES

Large volumes of medicines will not be stored.

Staff will only store, supervise and administer medicine that has been prescribed for an individual child.

Medicines will be stored strictly in accordance with product instructions and in the original container as dispensed by the pharmacist.

Where a child needs two or more prescribed medicines, each must be in a separate container.

Medicines should be collected by parents at the end of each term. Those that are not collected will be sent to a local pharmacy for safe disposal.