



THE WESTON FEDERATION

Policy for Administering Medicines

Rationale:

The Governors and staff of Weston Infant & Junior Academies School wish to ensure that pupils with medical needs receive the care and support in school that they need, subject to the guidelines outlined in this policy.

Although regular school attendance is expected, if a child is ill, they should remain at home until well enough to cope with the demands of the learning environment. Some children, however, who have a long term illness/physical condition may require medication to be administered in school.

Aim:

To provide an appropriate, safe policy in relation to the administration of medicine in school following national and local educational guidelines.

In a partnership approach, to identify clearly the responsibilities of the school and parents/carers in respect of a child's medical need and the roles and responsibilities of staff who volunteer to administer medication in school.

There is no legal contractual duty to administer medicines, or provide health treatment. The Governing Body of the school has a duty to ensure, so far as is reasonably practicable, the health and safety of pupils in school and off-site visits.

To ensure that all staff know they must be adequately trained before undertaking any such role in administering medicines.

Responsibility:

It is the decision of the Principal as to whether school staff should be asked to administer medication during the child's formal education.

School staff are not trained or qualified to administer medicines and **the overall management of medical treatment for children is the responsibility of the parent/carer** and it is also their responsibility to provide the school with up to date information regarding their child's medical needs and to keep the school informed of any change.

Where agreement is reached that trained members of staff should administer medication, a consent form must be completed and signed by **both** the parent and the Headteacher.

A child will require a Care Plan if they have *complex medical needs/more than one prescribed medication/medical procedure not necessarily complex - asthma/eczema plans*. A Care Plan must be formulated in collaboration with parents and any relevant professional body ie Hospital and School Nurse/Paediatric Teams. An up to date Care Plan should be in place for a child with complex medical needs as outlined above as above **before** they are admitted to school and school staff are requested to administer medication.

It is the parents/carers responsibility to ensure there is sufficient, in date medication in school. Medication must always be provided in its original container with the pharmacist's original label the child's name and clearly stating directions for use.

Members of staff who administer medication in accordance with the school's policies and procedures are covered for insurance under the school's policy with the Local Authority.

Confidentiality:

Information regarding a child's medical needs is kept in the school office . While it is essential for staff to be fully acquainted with individual medical needs, this information must only be shared with relevant members of staff.

Short term antibiotic medication

Infectious childhood illnesses are a frequent occurrence throughout school which will normally be treated by / which may require antibiotics. Where possible, GP's will prescribe anti biotic medication in such a way that it can be given outside school hours. If antibiotic medication has been prescribed 4 times a day, and the child is well enough to benefit from attending school, parent/carers or other family members e.g a grandparents are asked to come at lunchtime or a time more suitable to themselves, to administer the second dose of the day.

The school **will not** administer antibiotics during the school day for infectious childhood illnesses. However if long term antibiotics are required arrangements will be made to complete a care plan as necessary.

Infectious childhood illnesses

Children who have an infectious childhood illness may return to school after the period in which they may pass the infection to other children and staff has elapsed.

Other prescribed medication

Some children may require anti histamine medication to be held in school for administration as required during the school day. The medication must be clearly labelled with the child's name. Administering form completed.

Over the counter medication

Over the counter medicines are regarded as non-essential and will not be administered in school

Training

To ensure the well-being of the child and to safeguard staff, specific training should be given by a suitably qualified person. It is important that/ our lunchtime supervisors are included in any training in order for them to be able to recognise an emergency situation and respond appropriately. Training will be updated as advised by medical directives in collaboration with School Health.

Storage of medicines

All medication will be stored securely, in a cool place; any requiring refrigeration will be isolated from other items ie food.

All emergency medication will be easily accessible as identified in the Care Plan and the whereabouts known to all staff.

School Trips/Off Site Activities

Each member of staff leading a group of children on an off-site activity, will carry a medical first aid kit equipped with basic medical equipment, Accident Slips and a list of any children who have a medical condition and /or Care Plan. A child on an off-site activity who has been prescribed emergency medication will have a named trained person on the activity who will ensure that such medication accompanies the child at all times and is returned to the designated storage in school.

Additional information:

Sun Safety at school

Children who become sunburnt have a greater risk of skin cancer in later life. We hope our children can enjoy the benefits of sunny weather without being at risk. With

parent/carer support we aim to make our children more aware of the ways to be safer in the sun. During hot weather time outside may be reduced in order to prevent sunburn

Shade

The children are encouraged to seek shade, especially during lunchtime when the sun is hottest. Gazebos will be an additional shade facility outdoors in hot weather.

Clothing

The children are encouraged to wear sun hats outside.

Sunscreen

It may be useful to apply suncream of a suitable factor before the start of the school day. It may be re applied by your child or with assistance during the school day.(Please attach your child's name to the screen)

In extreme hot conditions children will not be outdoors for long periods of time.

Water

Drinking water is available throughout the school day.

This policy was agreed by the Governor for Safeguarding April 2015. Reviewed 2018