

The Richmond School, Skegness

Policy on the Administration of Medication to Pupils

At the Richmond School, staff are not asked to take responsibility for supervising children taking prescribed medication or non-prescription pain killers during the school day. Only those suffering from chronic illnesses e.g. diabetes, asthma, epilepsy, etc. may bring in prescribed medication after consultation with the Headteacher with regard to their administration and safe-keeping.

The school requires a written request/agreement from parents or carers for any medication to be given to a child with long-term or complex medical needs. The parents will, in turn, receive written confirmation of this agreement to administer medication.

A record of medication administration in school is kept in the school office. This record will be retained by the school for future reference for 5 years.

Any communication between parents/carers and school regarding the need for or use of medication will be dated, signed and a record held in a file in the school office and a copy in the child's school file.

Short-Term Medication

It is expected that parents should keep children at home when they are actually unwell. If a child returns to school following an illness but still requires to finish a course of antibiotics parents should be requested to consider the administration of the medication outside of the school day to avoid the need for medication to be taken whilst the child is in school. (For example: medicine given three times a day – before school, immediately after school and at bedtime).

If a child brings non medical 'cold' lozenges etc. to school, these should be handed to the class teacher who will control their administration so that they are not regarded as sweets.

Regular and Repeated Medication

All medicines provided to school must be in the original container provided, bearing the child's name and the daily dosage.

Information regarding the dosage and medication prescribed should be renewed on a termly basis along with parent/carer consent form.

Medicines taken orally must be accompanied by an individual measuring spoon.

Only medicines prescribed for the child will be taken by that child.

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The medication must always be self administered under the direction of the Headteacher or supervised by an adult acting under the Headteacher's authority.

The school is only responsible for the administration of medication where the timing of its administration is crucial to the health of the child, in emergency treatment situations or where it is written into a pupil's individual medical plan. In these instances relevant staff will have received full training.

Asthma Inhalers

It is the responsibility of the parents/carers to ensure that, if their child suffers from asthma and could experience an asthma attack in school, they have provided a current inhaler for use within the school for their child. Any concerns regarding the child's ability to use the inhaler correctly should be pointed out to parents who can pursue this with the School Nurse.

Storage of Medication

Asthmatics will have access to their inhalers as and when required. These can either be kept in a designated place in the classroom or by the pupils themselves.

Except in exceptional circumstances, medication should be stored in a locked cupboard not accessible by pupils. The exceptional circumstances to be determined by the Headteacher.

In case of emergency need, all staff should know where to obtain keys to access any medication that is kept in a locked cupboard.

Refusing Medication

If a pupil refuses to take prescribed medication, school staff will not force them to do so. The school will inform the child's parents/carers as a matter of urgency. If necessary, the school will call the emergency services.

School Trips and Sporting Activities

The Richmond School encourages pupils with medical needs to participate in sporting activities and school trips whenever safety permits. On school visits, arrangements for taking medication for travel sickness are built into the Visits Policy. All such medication must be delivered to school in an envelope detailing the child's name and the time at which the medication is to be administered. The teacher in charge will be responsible for providing the children with the relevant medication at the correct time.

Staff supervising visits are always aware of any medical needs of pupils and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular child with special medical needs.

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Most pupils with medical conditions are able to participate in extra-curricular sport or in the PE curriculum. Any restrictions on a pupil's ability to participate in PE must be included in their individual health care plan.

Some pupils, such as diabetics, may need to take precautionary measures before or during exercise and need to be allowed immediate access to their 'medication' if necessary.

Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

Emergency Procedures

All staff must know how to call the emergency services.

Generally, staff should not take children to hospital in their own cars. However, in an emergency, it may be the best course of action. The member of staff must be accompanied by another adult and have public liability vehicle insurance.

Ratified by the Governing Body on: 23.03.11

Signed: *Stephanie Blanchard Hall*