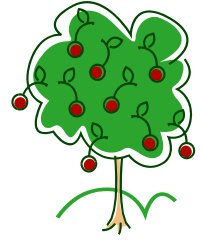


Cherry Orchard Primary School

Medication Policy



Date of Policy: October 2016
Member of Staff Responsible: Anita Jaswal
Review Date: October 2018

Other documents

Guidance on the use of emergency salbutamol inhalers in school, March 2015, Department of Health.

Supporting pupils at school with medical conditions, September 2014, Department of Education

Medication Guidance for Schools, March 2010, Birmingham Health Education Service

www.asthma.org.uk

Policy Statement

- We would ask parents to request that their doctor, wherever possible, prescribe medication which can be taken outside the school day.
- However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day.
- We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this policy. i.e. we will only administer PRESCRIBED medication.

Children with Special Medical Needs

- Should we be asked to admit a child to school with special medical needs we will, in partnership with the parents/carers, School Nurses and our Medical Advisors, discuss individual needs.
- Where appropriate an individual alert card will be developed in partnership with the parents/carers, School Nurse and/or Medical Advisors.
- Any resulting training needs will be met.

On Admission to School

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital Consultants, allergies, special dietary requirements etc.

Administration & Storage of Medication in School

- Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to the School Office.
- The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label.
- All pupils who have long term medication needs such as inhalers or anti-histamines should have a 'School Record of Medication' form in the class Red Medical Needs Folder at all times. This should be filled in if medication is given and parents should be informed on the same day.
- The form 'School Medication Consent Record' should be completed by the parent/carer. This will be kept in the class Red Medical Needs Folder.

- A record of the administration of each dose will be kept on the 'School Record of Medication' form, which will be signed by the member of staff who administered the medication and the member of staff who witnessed the administration, and kept in the Red Medical Needs folder in each classroom.
- Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept a medication. 'Wasted doses' (eg tablet dropped on floor) should also be recorded.
- Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labeled medication should be obtained and taken into school as soon as possible.
- It is the responsibility of the parent/carer to ensure that all medication is in date. If medication needs to be replenished this should be done in person by the parent/carer.
- Should the child be required or is able to administer their own medication eg reliever inhaler for asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the School Nurse to check the child's technique before accepting full responsibility. Storage for inhalers and spacers is available in individual classrooms clearly labeled (see Asthma Policy).

Storage & Disposal of Medication

- All medication with the exception of Emergency Medication will be kept in a locked cupboard in Key Stage 1 Staffroom/KS2 Medical Room. Emergency Asthma Kits are located in KS1 and KS2 staffrooms plus one in the main office.
- A regular check will be made of the medication cabinet at least termly, and parents will be asked to collect any medication which is out of date or not clearly labeled. Parents/carers are responsible for ensuring that any medication no longer required is returned to a pharmacy for safe disposal. Any medication not collected will be taken to the local pharmacy for disposal.