

INGOLDISTHORPE C of E PRIMARY SCHOOL

Policies

The administration of medicines

Original signed copies in the office with copies on: school website and school intranet.

October 2016



Signed: Chairman of Governors Date:

Signed: Head teacher Date:

Reviewed by Governors October 2016.

Ratified at the October meeting.

Policy to be reviewed Autumn Term 2019.

Introduction

At Ingoldisthorpe Primary School, our policy on medicines is to provide for pupils in a variety of ways.

School Procedure

Illness during the school day:

If a child becomes ill during a school day, their illness will be assessed and monitored by the class teacher. If no noticeable improvement is made, the school office is informed. The office will then try to contact the child's parents or other contacts. If successful, the child may be collected. If we are unable to contact anyone from the contact information, the child will remain in school.

Seriously unwell or injury:

In a case of serious injuries parents/carers are notified immediately (if contactable) and any other relevant services contacted.

Parental Responsibilities

Parents at Ingoldisthorpe Primary School are informed of our school practice, concerning illness, that when a child becomes unwell they need to be collected as soon as possible. Therefore, parents are expected to provide their child's home telephone number, parents work numbers and any other emergency contact such as those of relatives or childminders. These numbers are regularly updated. Parents are also responsible for checking that medicines are in date.

Administration of Medicines

Parental administration:

Parents are responsible for the administration of their child's medicine, and we encourage them to administer it. However, if a pupil requires prescribed medication during school hours, then one of the following named staff has agreed to administer it - Fiona Nicoll, Jo Raby, Tina Bullock, Jane Macgowan, Moriah Munro and Lucy Howarth.

Staff administration:

Although parents are responsible for the administration of their child's medicine, if a pupil requires medication in the middle of the day, staff may administer medicines if they agree to do so. Such duties will always be carried out on a strictly voluntary basis and Form F624b (Parent/Headteacher Agreement for School/Setting to administer medicine) should always be completed by the parent/carer. Medicines should always be handed to the office staff, who will then store them in the designated storage area in the office. Medicines should have the pupil's name written on them in the original container, i.e. not in an un-named envelope. Medicines should never be kept in the classroom or with the child. The administration of any medicine should be recorded in the 'Administration of Medicines' book, which is kept in the office. This will prevent any duplication of

medication. Training in administering the medicine should always be given by the parent concerned before any administration takes place in school.

Self-administration:

In some cases, self-administration of medicines by pupils may be necessary or appropriate. Close liaison with parents is essential and written details provided should be very clear. These should state the child's name (also recorded on the medication itself), accurate dosage and the timing of the medicine. Storage requirements (e.g. refrigeration) should also be recorded. Such medicines will be kept securely in the office. It is the child's responsibility to know when to take the medication and where to get it from.

Specific Medical Requirements

Asthma is a physical condition that affects many children at Ingoldisthorpe Primary School. Pupils are encouraged to be responsible for administering their own inhalers. However, they should be given to the office for safekeeping before and after use. The latest asthma guidelines are available at each first aid point and spare inhalers are kept in the office.

Anaphylaxis or anaphylactic reactions

Staff at Ingoldisthorpe Primary School must be advised by parents/carers of pupils who suffer from severe allergic reactions. If a pupil appears to demonstrate symptoms like burning, irritation or itching in the lips, mouth or throat then emergency services are contacted immediately along with parents.

The administration of appropriate medicines (prescribed by a doctor and stored in school) to a child suffering from anaphylactic shock will be given by school staff, who have been trained to do so.

Other Specific Medical Conditions

Through close liaison with parents, medical advisors and staff at Ingoldisthorpe Primary School, provision for other medical conditions can be established.