

Marton Manor Primary School

Medicines Policy



This policy was formulated in consultation with staff and governors at Marton Manor Primary School in Spring 2013. It was last reviewed in Spring 2019 and will be reviewed in Spring 2020 or earlier if necessary.

Staff and governors at Marton Manor Primary School wish to ensure that pupils with medical needs receive appropriate care and support at school.

When will we administer medicine? The Head Teacher will accept responsibility in principle for staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so and with appropriate training. Other staff may also be given training to spot the signs and symptoms of a condition or to understand the impact of the condition on their performance in school.

Medication should only be given in school if it is life threatening if the child does not have it, or the child is unable to attend school unless they have it.

If parents can fit in the recommended dose at home (e.g. three times per day) then we would not normally need to administer it in school. However a child on four doses of medicine a day may need to be given medicine during the school day. Similarly some children require occasional medication to control a condition such as using an inhaler when symptoms of asthma present.

Parents should keep their child at home if they are acutely unwell or infectious.

Dosage and frequency Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication. Parents must sign a form from the office Each item of medication must be given in at the Reception office by the adult in a secure and labelled container as originally dispensed. It should be clearly labelled with:

- Pupil name
- Dosage
- Frequency/ time
- Name of medication
- Storage requirements
- Date of dispensing
- Expiry date

Staff will not give a non-prescribed medicine to a child without specific written permission from a parent. Nor will we alter the dosage at the request of a parent if it is different to the prescribed amount. Only reasonable quantities of medication should be supplied to school e.g. a week's worth at any one time.

Where a pupil travels on school transport with an escort, parents must ensure the escort has written instructions relating to any medication sent in for the child. If in doubt staff should phone the parent to clarify any

instructions and send home a medicines form to be completed as soon as possible.

Older pupils will be encouraged to administer their own medication under supervision where appropriate and safe. Parents will be asked to approve this.

Safe storage Medication must be kept in a locked medicine cabinet or the special medicine fridge. Inhalers are kept in classes in a box with the child's name on and a green background with a white cross on the front. Epipens are kept in a first aid box in the infant resource area. Parents are responsible for disposing safely of medicines that are no longer required or out of date. Medicines which are in use and in date must be collected by parents at the end of each term.

Record keeping The school will keep records of administering medicines and will make these available to parents. Parents must notify the school if the medication is no longer needed.

Parents are responsible for renewing medication when it runs low and for ensuring it is within the expiry date. Staff should also make a point of checking this and notifying parents.

If a child refuses Parents should be notified quickly if a child refuses medication, especially if this could result in an emergency. We will not force pupils to take medication. Emergency procedures will be followed if necessary.

Pupils with complex or long term needs The Head Teacher will ensure that a medical plan and protocol is drawn up with appropriate medical professionals and the parent.

School will make every effort to administer medication whilst away on visits, but it may not be possible to include children if trained supervision is not guaranteed or the child is at risk.