



# Nursery Hill Primary

## Medicines Policy

**DATE REVIEWED:** January 2023

**DATE APPROVED:** January 2023

**By**

**NEXT REVIEW DATE:** January 2025

**Signed: Alexis Gardner                      Chair of Governors**

**Signed: Sarah Jeans                              Headteacher**

## **AIMS OF THIS POLICY STATEMENT**

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. If children are on antibiotics and are well enough, they are welcome at school from day 1 of antibiotics being given. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

## **PRESCRIPTION MEDICINES**

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken to your child's classroom Teaching Assistant (if First Aid trained). If the classroom Teaching Assistant is not First Aid trained, a member of SLT will deploy this responsibility to another LSA;
- First Aid Staff must complete the Medication Record alongside the responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's full name and class name;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the named First Aider in the Medication Record kept in the office;
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.

## **NON-PRESCRIPTION MEDICINES**

- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a child should be at home;
- We do not give a non-prescribed medicine to a child. If a parent/carer wishes to administer a nonprescribed medicine (such as Calpol or Nurofen) they are welcomed to do so at the appropriate times by coming into school.

## **ROLES AND RESPONSIBILITIES OF SCHOOL STAFF**

First Aid Staff at Nursery Hill Primary school are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration (such as inhalers). However, as they have no legal or contractual duty, First Aid Staff may be asked, but cannot be directed, to do so.

- All medicines are stored securely in the staffroom with access only for staff;
- Asthma reliever inhalers and Epipens are kept securely in the relevant classrooms;
- First Aid Staff must complete the 'Medication Record' kept in the office each time medicine is administered within school time,
- Relevant staff will be trained on how to administer Epipens.

## **PARENTAL RESPONSIBILITY**

In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form before a medicine can be administered by First Aid Staff.

- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epipens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

## **LONG-TERM AND COMPLEX NEEDS**

Where a child has significant or complex health needs, parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

## **SAFE STORAGE OF MEDICINES**

The school is responsible for ensuring that all medicines are stored safely. Medicines should be stored in the appropriate container clearly marked with the child's name, dose and frequency of administration.

Medicines are locked in the staff room under adult supervision. There is a lockable container for medicines, including antibiotics to be kept in. First Aiders are responsible for administering medicines after the necessary forms have been completed.

## **MANAGING MEDICINES ON SCHOOL TRIPS**

On School visits, the teacher is responsible for taking any medicines they may need with them and a First Aider wherever is possible.