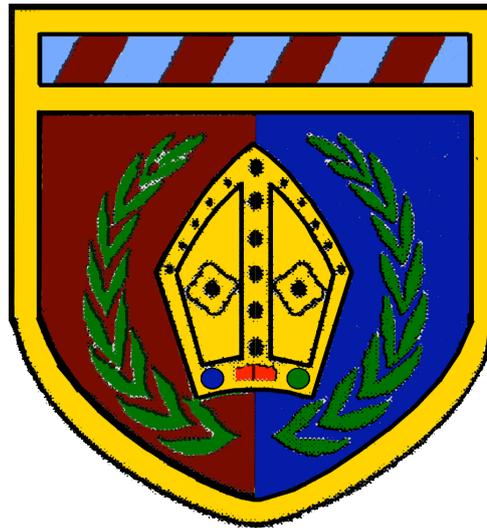


St John Fisher Catholic Primary School



Medicine Policy

"To live, love and learn and learn in our caring community"



St John Fisher Catholic School Medication Policy

Managing Medicines and Medical Procedures

All children have a right to continue to attend our school as long as they are well enough to engage in the normal activities.

This includes children with short, long term or specific medical conditions, which require medication or treatment.

Due consideration will be given to how medical needs can be best accommodated, not just to provide for children's individual requirements, but also to ensure that all regulatory and health and safety aspects for both the child and staff are met.

Mrs Grainger will compile a report on all known special medical or dietary needs during the first few weeks of the academic year. This will be updated six months later during March. Mrs Grainger and the class teachers will complete an up-to-date medical needs proforma. Details will be circulated to all class teachers, Mrs Mooney and one copy will be provided for the school office which will be circulated among lunch time supervisors. Mrs Grainger will hold a master copy which will also be accessible to staff in the ICT suite.

Long Term Medical Conditions

For children with long-term medical conditions requiring ongoing medication, medical treatment or a special diet such as food allergies, epilepsy, diabetes, a care plan will be drawn up by Mrs. Grainger (Senco) with parent/carer and health professionals where appropriate. The care plan will include:-

- The name of the child , DOB address and telephone number
- Name and address of GP
- Details of the condition including symptoms.
- Special requirements e.g. dietary needs
- Medication needs and any possible side effects of medication
- What constitutes an emergency
- What to do in an emergency and who to contact
- The role of staff members.

Implementing the Care Plan

The completed care plan will be agreed and signed by the parent/carer.

Care plans and medical records will be kept secure in accordance with the Data Protection Act 1998. However they must be made known to and readily accessible to all staff caring for the child including those involved in lunchtime supervision and after school care.

Where necessary, staff will be given special training in the administration of medicines or medical treatment e.g. when the use of an adrenaline-pen may be required or other non-oral medication.

Training will be given by a health professional who will verify that the person or persons trained are competent to perform the procedure.

Short Term Conditions

Sometimes children may be well enough to attend school but may still require some form of medication for a short period e.g. antibiotics. In this case, a medicine form will need to be completed by the parent/carer. The medicine form will include:-

- The child's name
- Consent from the parent/carer for staff at St John Fisher School to administer the medicine.
- The date of the authorisation
- The name of the medicine
- Date course of medicine commenced
- Prescribed dose and frequency
- Method of administering dose
- Time last dose was given and when next dose is required.
- Signature of Parent/carer

Prescribed medicines must be in their original container and clearly labeled with the child's name, the name of the medicine and dosage.

Administering Prescribed Medication

Mrs Mooney the headteacher will authorise members of staff to administer medication. Appointed staff will:

- Check that the details on the medication match those on the authorisation form.
- Administer the medication at the agreed time.
- Record the date, time, medication and dose administered on the proforma "Record of Medication Given"
- Sign the record.

- Ensure that parents/carers countersign the record when they collect the child.

There will be a separate "Record of Medication Given" for each child which will be retained by the class teacher.

Non-Prescribed Medication

At the discretion of the headteacher non-prescribed medicines may be administered when there is a health reason to do so.

These must be in the original container and clearly labeled with the child's name and dosage required and a medicine form must be completed as for prescribed medicines.

In the first instance, the parent/carer will be invited to come into school at the appropriate time to give the medication. If this is not possible an authorised member of the school staff will carry out the duty.

Asthma Management Plans

For children with long-term medical conditions requiring ongoing medication, an asthma management plan will be drawn up by Mrs. Grainger (Senco) with parent/carer and health professionals where appropriate. The care plan will include:-

- The name of the child , DOB address and telephone number
- Name and address of GP
- Details of the condition including symptoms.
- Medication needs and any possible side effects of medication
- What constitutes an emergency
- What to do in an emergency and who to contact
- The role of staff members.

Implementing the Asthma Management Plan

The completed plan will be agreed and signed by the parent/carer.

Care plans and medical records will be kept secure in accordance with the Data Protection Act 1998. However they must be made known to and readily accessible to all staff caring for the child including those involved in lunchtime supervision and after school care.

Where necessary, staff will be given special training in the administration of medicines or medical treatment e.g. when the use of an adrenaline-pen may be required or other non-oral medication.

Training will be given by a health professional who will verify that the person or persons trained are competent to perform the procedure.

Storage of Medicines

Medicines will be kept in a secure place away from children i.e. in a clearly labeled box reserved for the purpose.

Medicines that need to be kept in the fridge will be kept in a labeled plastic container.

Staff are required to keep any personal medication they carry in a secure place which is inaccessible to the children.

In the Foundation Stage and Key Stage 1 the class teacher will store inhalers for asthma on the understanding that the child may use their inhaler on request at any time throughout the day. In key stage 2 inhalers will also be kept in the classroom.

All teachers will ensure that inhalers and all other medication are taken to all out of school settings, trips etc.

All teachers will ensure that a lunchtime supervisor is aware of the location of their class medical box and folder containing medicine records for each child that needs one.

Parental Notification of Illness or Injury

If a child becomes ill during the school day, appropriate care will be given until the parents/carers are able to collect the child.

Any guidance given to the parents will be taken directly from the national health guidelines for schools which details recommended exclusion and treatment for common childhood illnesses.

If a child receives a minor injury at school, treatment will be given by the appropriate person and an entry will be made in the first aid book.

In Foundation and Year One details of the injury will also be recorded on a welfare form which parents/carers are asked to sign at the end of the school day. The forms will be kept in the welfare file which is maintained by all teachers of pupils aged 4-5 years in accordance with the welfare requirements.

In the case of more serious accidents /emergencies the named first aiders Mrs Swan, Mrs Dalton or Mrs Bower will advise on treatment and oversee the arrangements for the child in accordance with school policy.

In the EYFS both Miss Ryan and Miss Byrne (Reception Teachers) hold current Paediatric first Aid Certificates.

All children in St John Fisher School who receive a head bump/injury will receive written notification of the time, place, details of the injury and recommendations for further observation at home in accordance with whole school policy. This form will be given to the person collecting the child at the end of the school day.

Signed:

D. Mooney
Headteacher

Date: September 2013