

Medication Policy Beeches Infant School

Vision statement



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HAPPINESS is at the heart of Beeches Infant School. We create a relaxed environment in which each individual child is happy.

We believe everything follows from happiness. Children are more receptive learners when they're happy; they're more caring and respectful when they're happy; and

they're much more likely to fulfil their potential when they're happy.

Of course, we'll challenge them through our inspirational teaching. At Beeches Infant School we promote responsibility and independence whilst offering opportunity and support.

We strive for our children to be the best they can be

Policy on the Administration and Management of Medicine in School and Asthma

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1. Policy Statement

We, as a school, recognise that there are times when it may be necessary for a pupil to take medication during the school day for diagnosed conditions including asthma.

We would ask parents to ask their doctor wherever possible, to prescribe medicine which can be taken outside the school day. Occasional medicine/antibiotics will not normally be administered in school. Should a child need to take medication during the school day, parents are welcome to come into school and administer the medicine. **However if this is not possible the administration of prescribed medicine can be arranged with a senior member of staff.** Parents will be asked to sign a Medication Consent Form detailing name and strength of medication, the dose and time to be given and instructions for administration. Please note if a dose is missed due to unforeseen circumstances we can not take responsibility.

Should a child with special medical needs be admitted to school, we will work in partnership with the parent to set up an agreed protocol with the school nurse team which is to be followed by all adults concerned.

2. On Admission to School

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

3. Administration and Storage of Medicine in school

3.1 Permission for the administration in school must be sought from the Head Teacher.

3.2 Should a pupil need to receive medication during the school day, parents will be asked to come into school at the appropriate time to administer same. However if this is not possible the administration of prescribed medicine can be arranged with a senior member of staff.

3.3 If a child with special medical needs is prescribed specific medication, this should be clearly labelled with the child's name and instructions for administration printed clearly on the label. Only after agreement between the parent, school and adult will this be facilitated. It is important that any school staff who agree to administer medication receive the appropriate training in how the medicine is to be administered; the risk and legal liabilities involved. They should also have the confidence to deal with any emergency situation that may arise.

3.4 The school medical form should be completed by the parent / guardian. This will be kept in the school office.

3.5 School should be notified in writing if medication is changed or discontinued.

3.6 It is parent/carers responsibility to make sure that the supply is sufficient and medication is in date.

3.7 Should the child administer his/her own medicine e.g. inhaler for asthma, school needs to know that the child understands the

responsibilities.

4. Storage and Disposal of Medicines

4.1 All medicines, except asthma medication, will be kept in the school office. We have a medicine fridge available for medication that needs to be kept refrigerated.

4.2 Where appropriate, and with parents agreement, pupils should be Responsible for their own inhaler which should be clearly marked with the child's name.

4.3 Asthma medication is kept in the classroom under the supervision of the teacher and reliever inhalers are easily accessible to the child.

4.4 Most children will not need to use their inhalers on a daily basis therefore if the child has experienced symptoms and has had to use their inhaler parents / carers will be informed

Medication for children with a peanut/nut allergy will be kept in the school office. It is the responsibility of the parent/carer to ensure sufficient supply and to replace when necessary.

4.5 Medication for children with a peanut/nut allergy eg epi pens or antihistamine will be kept in the school office. It is the responsibility of the parent/carer to ensure sufficient supply and to replace when necessary.

4.6 Medicine which is out of date or not clearly labelled will be returned to the parent/carer who should make sure that it is disposed of at the local chemist. School maintains regular checks on dates of medication but it is parents responsibility to ensure medication that is in school is in date.

Asthma (see separate policy)

Many children are affected by asthma and we encourage and help those children to participate fully in all aspects of school life, giving them immediate access to their inhalers whenever necessary. We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this Policy. We ensure that inhalers are not stored where there is excessive heat or cold.

Reference Material

Asthma Guidance for Birmingham School

Administration and Management of Prescribed Medicines

The above material is produced by the Health Education Unit