

St Lucia's CE Primary School Medicines Policy

The purpose of this policy is to provide staff, parents and governors with clear guidance on the handling, storing and administering of medicine on the school site. When at all possible, children should normally be given medication at home. Staff are under no legal obligation to administer prescribed medicine to pupils. The Headteacher may refuse to allow a child to remain in school if they do not feel the pupil is well enough to do so.

1. Prescribed medication will only be accepted if it needs to be administered **more** than three times a day, or three times a day with meals. The medicine must be in its original container with the dispensary label showing the child's name, the name of the medicine, the dosage and times to be administered. The medicine should be accompanied by a letter dated/signed by the parent/carer with clear instructions about whether the medicine should be given before or after food.



2. Medication and accompanying letters must be handed to the school administrator in the school office by 9am.



3. The medicine will be stored securely in the school office or in the fridge out of pupils' reach. Medical records will be stored for a reasonable period of time after the child has left the school. Letters will be placed in the front of class registers with a recorded note for the Teacher's attention via the blue A4 message file.



4. Medication will be administered by a named member of staff. Any medication which has been administered will be recorded using the blue medicines slip and a copy sent home to parents' records. If the child refuses their medication, this will also be recorded using the blue medicines slip.



5. Medicine should be collected by parents/carers at the end of the day from the school office. If the child travels on the bus, arrangements should be made for the parent to collect the medicine, or provide consent for the child to take the medicine home in a sealed envelope.



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Procedures for Asthma

It is the parents/carers responsibility to ensure that their child's asthma medication is up to date and that the school holds the most current information. Prescribed asthma medication will only be accepted in its original container with the dispensary label detailing the child's name, the name of the medication and dosage. All asthma medication must be accompanied with a care plan which will be stored with the medication in the fluorescent yellow drawstrings bags for clear identification in the teachers' store area within the classrooms. Parental consent can be provided for a child to self-medicate. Copies of consent and care plans will be kept in the main school office and in the classrooms.



When an inhaler is used, a record will be made by the child's Teaching Assistant, Teacher, or Lunchtime staff using the blue medicines slip and a copy sent home to the child's parent at the end of the day. Inhalers will be sent home at the start of a school holiday with a copy of the care plan for the parents to check that their child's details and medication is in date.



For outings and residential, pupils will carry their own inhaler and inform staff if they need to use it (if parental consent has been provided). On return to school, the member of staff will record what medication has been taken/given using the blue medicines slip and a copy will be sent home for parents. It is suggested that children bring a travel size inhaler for visits which is easier to carry around than a large volumiser.

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Procedures for Epipens

Staff receive annual training from the school nurse on how to use an epipen. It is the parents/carers responsibility to ensure that their child's epipen medication is up to date and that the school holds the most current information. Epipens will only be accepted in their original containers with the dispensary label in date and detailing the child's name. There should be two pens on site which are kept together in a container with the care plan. The epipens are stored centrally and securely in the school office. Copies of the care plans are also displayed in the hall, classroom and staffroom.



In the event of a child requiring the use of an epipen, this will be administered immediately by the closest member of staff. An ambulance and the child's parents must be contacted. If an epipen is used, a record will be made using the blue medicines slip and sent home/passed directly to the child's parent with the used pen for replacement. The same process will apply for school outings and residential. The child will carry their own pens with them throughout the visit.



Epipens will be sent home at the start of a school holiday with a copy of the care plan for the child's parent to check, making sure the pen is in date. The member of staff who is sending home/receiving the returned epipen before/after the holidays will sign the epipen sheet in the school office as a record (This will usually be the child's class teacher).