

Rose Wood Academy: Policy for Managing Medicines

ROSE WOOD ACADEMY: MEDICINES POLICY

AIM:

The aim of this Policy is to ensure that the school has in place effective management systems for administering medicines to pupils.

MEDICINE TAKEN DURING THE SCHOOL DAY

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor, unless the Head Teacher has given specific permission following a written request by parents. Aspirin and ibuprofen will not be administered unless prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered.

Medicines to be given during the school day must be in their original container.

Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

CALPOL

We will administer the appropriate dosage of Calpol, if parents have given permission on the day of administration or have been contacted prior to administering.

MEDICINE ON EDUCATIONAL VISITS

Essential medicines will be administered on Educational Visits, subject to the conditions above.

A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

RULES FOR ADMINISTRATION

The Head Teacher and named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given.

Children can self administer if parents have requested it. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed.

All doses administered will be recorded in the Medicine book (located in office).

STORAGE OF MEDICINES

All medicines will be stored safely. Medicines needing refrigeration will be stored in the medical fridge in the medical room. All other medicines will be kept in the lockable medical cabinets located in each teaching area. All medicines must be clearly labelled.

Controlled drugs will be kept in the locked cabinet in the Cloakroom near the entrance. Access to these medicines is restricted to the named persons.

Children can access their own inhaler from their classroom.

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Children requiring medicines for allergies/epilepsy will have their medicines within their own teaching area, clearly marked with their name, and kept out of reach of pupils.

RECORD KEEPING

Staff will record any doses of medicines given in the Medicine book. Children self administering asthma inhalers do not need to be recorded.

ASTHMA

Inhalers are kept in the teaching areas. Children have access to these inhalers at all times, though must inform a member of staff that they are having a dose. All inhalers are marked with the child's name.

All children having an inhaler must take them on educational visits.

STAFF TRAINING

Training will be organised when necessary, to update skills and knowledge. Where appropriate, this will be carried out by external agencies e.g. asthma nurse, epilepsy nurse.

PARENTAL RESPONSIBILITY

Parents must inform school of any medical condition which affects their child. Parents are expected to ensure that inhalers are in date, and that medicine is collected from the Office.

EMERGENCY PROCEDURES

In a medical emergency, teachers can administer emergency first aid if necessary. If possible, the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff must follow the procedure kept in the School Office. Children must always be accompanied to hospital by a member of staff. Staff cars should not be used for this purpose.

Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

INFORMATION

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the Reprographics Room. Small laminated versions of these will be provided for all relevant staff such as lunchtime supervisors.

Children with medical conditions which may require emergency attention, eg epilepsy, diabetes, will have their names and a care plan displayed in their classroom, and all adults dealing with the child will have their attention drawn to this information.

Some children with dietary problems will have their photographs displayed in the kitchen area (with parental consent).

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FIRST AIDERS

Mrs Linda Seaman
Miss Laura Seaman
Mr Steve Mazfari
Mrs Julie Pearson
Mrs Sharon Smith
Mrs Debbie Watson
Mrs Jaqui Usher
Mrs Joanna Abrol
Mrs Dawn Rodham
Mrs Caroline Sweeney
Mrs Rachael Cockerill
Mrs Angela Clarkson
Miss Brie Kadar
Miss Tina Jackson
Mrs Lisa Storer

Relevant documents:

Managing Medicines in Schools and Early Years settings DfES 2005

Named people for administering medicines:

Mrs Joanna Abrol
Mrs Linda Seaman
Mrs Nicola Murray
Mr Paul Cowley
Mrs Kathryn Morris