

ROLLESBY PRIMARY SCHOOL AND NURSERY

Policy on Procedure for Managing Medicines

It is the policy at this school to ensure that all medication is dealt with safely and only by those who are allowed to do so.

There is no legal duty that requires staff to administer medicines, however the school secretary and all teaching staff are authorised to do so with parents' permission. There is a form parents have to complete if they want their child to be given medicine during the school day (Form Med 1). Parents also have the option to come in at an appropriate time to administer medicine to their child. A record is kept of any medicine given to a child. (Form Med 2). If a child refuses to take medicine, staff will not force her/him to do so, but should note the child's refusal in the records. Parents should be informed on the day.

Children who regularly use inhalers for asthma keep their inhaler in the classroom and take it with them if necessary when out of the class for a significant period of time. If a child needs to carry an inhaler or any other medication with her/him all the time, there is a form parents can complete to request this. (Form Med 3)

Medicine to be given to a child is kept securely in the office where children do not have access to it.

Any child with long term medical needs will have a Health Care Plan which will be drawn up by the parents and class teacher and will be reviewed at least once a year. This plan will enable staff to identify the child's specific needs and how she/he can best be supported in the school environment. In cases where the child concerned has one to one support, the supporter will receive training from an authorised person so that she/he can meet the needs of the child effectively.

If a child requires medication on a school trip, the member of staff accompanying the child will look after the medicine and oversee the administering of the medicine. If there is a child with a health care plan, a copy of it should be taken on the visit.

On entry to school, parents are asked to inform school of any particular medical needs their child might have and this information will be retained on the child's school record. It is the parents' responsibility to keep school informed and up to date on any specific medical needs their child has.

Approved by the Governing Body Summer 2018:

Signed: 

(Chair) Date: 25-6-18

To be reviewed: Summer 2020