



***This policy applies to all pupils at Town Close House including those in the EYFS classes.***

## MEDICINE POLICY

Administration of medication is always best done by the parent of the child. Parents who find it necessary to administer medication to their child during school hours are welcome to come in at the appropriate time to do so. However, we know this is not always possible.

Most pupils will at some time have a medical condition that may affect their participation in school activities. There are other pupils who will have medical conditions that, if not properly managed could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school normally and regularly.

The administration of medicine is the responsibility of parents/carers. There is no legal duty, which requires the School to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medication only do this with the support of the Headmaster and the Head of the Pre-Prep Department. When a parent requests that medicine be administered to their child at school, the circumstances will be considered and the decision will have regard to the best interests of the child and implications for the staff. Only prescribed medication will be administered by staff. In general, medicines, other than asthmatic medicines, should not be given in school unless this is absolutely necessary.

**To help avoid the taking of medicines at school we ask that parents support us in the following ways:**

- **A three-time daily dose can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime or while the child is at school.**
- **The doctor should be asked, if possible, to adjust the medication to avoid school time doses.**
- **Following a period of illness, a child's own doctor is the person best able to advise whether or not the child is fit to return to school and it is for parents to seek and obtain such advice as is necessary.**

If parents require the School to administer medication they should contact the School offices to agree the support to be provided. In such cases individual medication regimes should be discussed between the School office staff and the First Aid Officers.

Where a request is made to the School by parents for medicine to be administered it should be recorded on the School's medicine form and signed by them.

**If medicines are to be administered by staff in school we must bear in mind our guidelines on such matters which are:-**

**The medicines must be kept safely and the containers clearly labelled:**

- **name of pupil**
- **date of dispensing**
- **dose and frequency**
- **cautionary advice/special storage instructions**
- **name of medicine**
- **expiry date**
- **a form of consent - "administration of medicines/treatment" must be filled in and signed by parent/carer.**

**Medicines will not be administered by staff if:**

- **timing of administration of medicine is crucial**
- **some technical or medical knowledge or experience is required.**
- **where any intimate contact is required**
- **they are analgesics and not part of a prescription.**

If children fall ill during the school day parents will naturally be expected to make arrangements to take the child home. It is therefore vitally important that the School is kept advised of up to date contact numbers.

**Epipens:** Several children in PPD and PD have peanut and fish allergies. The children's photos and details are on the wall in both Staff Common Rooms. All Epipens are in individual labelled containers with a care plan, and are kept in the lower cupboard in the First Aid Room or in the PPD office.

In PPD the office staff check that all Epipens are not out of date and notify parents when they are near expiry date.

In cases of anaphylactic shock **IMMEDIATE TREATMENT AND EMERGENCY HOSPITALISATION IS REQUIRED.**



**MEDICINE FORM**

Date			
Child's name and class			
Name of medicine			<u>Container used:</u> A B C
ADMINISTRATION	Dosage	Given by	Checked by
Time			
Time			
Time			
Any side effects expected or experienced			
<i>I agree to take responsibility for collecting this prescribed medicine at the end of the School day.</i>			
<i>Parent's Signature:</i>			
Other comments			
For the School:			