



Managing Medicines Policy

December 2017

COTTERIDGE PRIMARY SCHOOL

Cotteridge Primary School Managing Medicines

Cotteridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rationale

There is no requirement for school to manage and administer medicines but where there is a clear medical need for medicines to be taken during school time the Head or the Head's representative will accept this responsibility.

Parental responsibility

Prescription medication should only be brought to school when absolutely essential. Often Doctors can prescribe in a manner which allows the dose to be taken before and after school.

Where there is an essential need for the medication to be taken during the school day the following requirements should be met.

- 1) Parents must fill in the form (available from the receptionist's office) which gives details of the medication, the amount to be administered and the timing of such administration.
- 2) Medicine must be in the container in which it was dispensed and should show the child's name and dosage.
- 3) Medication should be handed to the Pastoral Care Manager (or representative) to be put in the locked medical cabinet.
- 4) School will not store quantities of medication and it should therefore be brought to school daily when it is for a short- term condition.
- 5) Responsibility for collecting the medication at the end of the school day lies with the parent.

Long-term medical needs

Pupils with long-term conditions such as asthma, diabetes and allergies must have access to their medicine when required. Details of these children are displayed in the Staffroom.

Details of children who have asthma will be kept in the reception office
Inhalers will be stored in the reception office, unless it is identified that a child needs access on a regular basis. All children with inhalers are able to administer the medication themselves but younger children may need closer supervision.

Epi-pens for those with severe allergies are kept in the receptionist's office, in a box clearly labelled with the child's name and include Piriton medicine. Children with this condition have a Health Care Plan hanging in the staffroom by their details and this also shows a list of staff who are trained and prepared to administer the Epi-pen.

Teachers must inform supply teachers, or cover staff, of any children in their classes who suffer long-term medical needs and where any medication they may need is stored

School visits

Arrangements need to be made for children who need medication on school trips and visits. Often the children will be able to take the medicine themselves and the teacher needs simply to take responsibility for looking after the medication.

Children with asthma should carry their inhalers with them and those with diabetes should have their dextrose or biscuits with them.

"Birmingham City Council fully indemnifies its staff against claims for negligence providing they are acting within the scope of their employment, have been given adequate training, and are following the LEA guidelines. For purposes of the indemnity the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides"

Staff training will be updated as required.

- New managed medical needs in to school
- Annual updates for serious medical conditions e.g. use of epi-pen

Updating medical records

School will remind parents to inform them of any changes to medical needs/conditions for their children annually.

New parents are required to complete a medical form on entry to school.

Date policy adopted by Governing Body: **4th December 2017**

Date of review: **Autumn 2019**