



# Medication Policy

**January 2016**



## **Aims of Downsell Primary School**

### **“Learning Today, Leading Tomorrow”**

At Downsell Primary School we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

1. We aim to create a secure and happy environment in which the children and the whole school community develop respect for each other and consideration for all.
2. We endeavour to create a stimulating environment that promotes high quality teaching, learning and standards of achievement.
3. In the pursuit of excellence, we aim to provide challenges in all areas of the curriculum that break down barriers to learning.
4. We recognise that the school is part of a wider learning community that includes a local, national and international dimension whose diversity we value and with which we seek to work in true partnership.
5. We value the talents of the individual; we aim to develop in our pupils a strong sense of self-esteem enabling them to become confident, responsible, motivated and self-disciplined.
6. We aim to engender in all pupils, a love for learning that will continue long after their time at Downsell.

### **Equal opportunities**

At Downsell Primary school we believe that every child is entitled to equal access to a broad and balanced engaging curriculum, regardless of race, gender, class or disability. We positively celebrate diversity and difference.

### **Inclusion**

- We are committed to promoting a teaching and learning environment for all that embeds the values of inclusive educational practices.
- We aim, through a child centred approach, to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.

### **Aims of the Policy**

This policy has been produced in conjunction with the School's Health and Safety and First Aid Policies. The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented.

The school will consider all medical conditions on an individual basis and where necessary and appropriate, will implement suitable arrangements. Parents will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school will meet with the parent of a child who has specific medical needs and if necessary, a health care plan will be prepared and implemented. The meeting will be led by the school's Inclusion Manager.

The information will be held by the school and will be stored on its School's Management Information Systems (SIMS). The information will only be shared with relevant and authorised staff members. All completed forms will be retained in the child's personal folder. If a pupil is responsible for carrying their own medication then they will be advised of their responsibilities.

The school's policy will be shared with all staff and parents of the school.

## **Objectives**

A Risk Assessment will be carried out by the school to ensure that the following arrangements and procedures are in place:

- Procedures for managing prescription medicines which need to be taken during the school day
- Procedures for managing prescription medicines on trips and outings
- A clear statement on the roles and responsibility of staff managing administration of medicines, and for administering or supervising the administration of medicines
- A clear statement on parental responsibilities in respect of their child's medical needs
- The need for prior written agreement from parents for any medicines to be given to a child (appendix 1)
- The school or setting policy on assisting children with long-term or complex medical needs
- Staff training in dealing with medical needs
- Record keeping
- Safe storage of medicines
- Access to the school's emergency procedures

The Head Teacher will ensure that:-

- The school's medication policy is implemented and all staff are aware of their responsibilities;
- Staff receive adequate training for the administering of specific medication where required, e.g. EpiPens;
- All relevant members of staff are informed of any pupil that has a medical condition and/or a specific medical need;
- Information relating to pupil medical needs are obtained from parents and where necessary, a health care plan implemented;
- Information relating to any pupil's medical needs is accurate, up-to-date and secure;

Identified staff are responsible for ensuring that:-

- Appropriate procedures for medication are in place for off-site activities;
- Medication is appropriately stored and not accessible to unauthorised persons;
- Records are kept of any medication that is administered; the record book is kept in the school office.
- The School's Clerical Officer will notify parents of any medication near to expiring.

All staff are responsible for ensuring that:-

- They are aware of, and familiar with the school's medication policy and arrangements in place;
- They are aware of the agreed procedures and work in accordance to these procedures should any pupil in their care require medication;
- That they work in accordance to any training that they have received;
- That they advise the appropriate person should they be advised that any new or additional information relating to a pupil's medical needs.

## **Arrangements**

Medication will be stored in a location where it cannot be accessed by any unauthorised persons / pupils. The medication for each pupil will be labelled with the appropriate information to prevent it from being given to the wrong pupil.

The school will notify the parents should a pupil refuse to take their medication when required.

Where necessary, the school will arrange for staff to receive training in the use of specific medication, such as EpiPens.

The school will also ensure that the appropriate procedures for medication are in place during Educational Visits / off site visits and that all information is shared with the appropriate members of staff.

Medication cover will be in place for the whole school day including during before and after school clubs.

Personal Health Care plans are created in consultation with the Inclusion manager, school medical officer, parents, children and external medical professionals when necessary for the children with specific needs.

The Policy will be monitored for effectiveness and reviewed at least annually. Additional checks and audits will take place to ensure the systems and procedures are satisfactory.

**Date of next review:      January 2017**

## Changes to Pupil Medical Information

**Child's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Parent/Carer Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Medical Conditions**

**Please note the following changes to my child's medical records.**

Description of medical condition:

Medication required:

Frequency/quantity required of medication:

**Please note that your child must be able to self-administer the medication.**

### **Diagnosed Allergies**

Allergies and Reactions:

Dietary Requirements:

### **For school use only**

Date: \_\_\_\_\_ Actioned by \_\_\_\_\_

SIMS Updated: \_\_\_\_\_

Revised class list to teacher: \_\_\_\_\_

First Aid records updated: \_\_\_\_\_