**Staverton C of E Primary School**

**Policy for Managing Medication in Schools**

**Introduction**

Staverton C of E Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We understand that children can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

**Aims of the policy**

Staverton provides all children with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand that short term illness can also have a major impact on pupils’ well-being and attainment through the absences they can cause. Careful administration of medications can reduce this risk and enable children to return to school.

**Procedure**

Medicine must only be administered to a child where written permission for that particular medicine has been obtained from the child’s parent or carer. A form for this can be obtained from the school office. Copies of this permission will be retained with the medication at all times. This includes inhalers.

The school is only able to administer medication prescribed by a doctor. The school is unable to administer over the counter medications such as pain killers. The only exception to this is during residential trips where liquid paracetamol or ibuprofen may be administered with prior written approval from the parent or carer.

Schools should only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exceptions to this are EpiPens and insulin where the drug must still be in date but will be stored in a pen or pump.

All staff must receive EpiPen training once a year. Staff working with children with other ongoing or chronic medical conditions will receive training before they begin working with the child concerned. This will be delivered by a health care professional. Staff members with first aid training must attend if an EpiPen has been used. This includes if it has been administered to an adult.

At Staverton the first aiders are: Miss Claire Allen, Mrs Jo Sykes and Mrs Sarah Nevers.

Medications must be administered by a named member of staff and then checked and signed off by a separate staff member. These records must be retained and give to the parent or carer when the medication is completed. If the named staff member is absent, then a second named adult will be nominated to administer the medication. Children who use inhalers or self-administer their medication must be supervised by an adult and the record signed to show this has been done.

On school trips, including residential visits, medication must be administered by a named staff member and then signed off by a second staff member.

**Storage of Medicines**

All medicines will be stored safely in medical cupboard which must be locked at all times. Medications requiring refrigeration must be stored in container in the staff room fridge. Inhalers must be stored in a container in the child’s classroom and be accessible to them immediately.

On trips, all medication, including travel sickness tablets, must be labelled clearly with the child’s name, dosage and timings and placed in a labelled first aid bag that remains with the adult or is stored securely in the case of residential visits. On trips, inhalers must remain with the child, if they are old enough, or the supervising adult who will be in close contact with that child e.g. the leader of the small group.

School staff may administer a controlled drug to a child for whom it has been prescribed. Staff administering medicines will do so in accordance with only the prescriber’s instructions and not the parent/carer instructions. This includes medication for the treatment of ADHD.

**Record Keeping –**every child who has medication given to them at school must have a form completed. This will be kept in the child’s file.

**Disposal of Medicines**

Where no longer required, medicines will be returned to the parent for safe disposal. Sharp boxes will be used for the disposal of needles and any other sharps.

**Points to note:-**

Medication will be administered in a hygienic and sensitive manner. Medication will not be administered in a public arena – except in the case of an emergency i.e., EpiPen administration

**Advice on the role of School Staff**

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should consider the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.