

# Lancaster Lane Community School



## Policy on Medicines in School

### Purpose of the policy

The purpose of this policy is to:

- a) Provide clear definitions of role and responsibilities, and,
- b) Outline procedures to be adopted for the care and well-being of all pupils.

It should be noted that there is no legal duty that requires school staff to administer medicines but that we, at Lancaster Lane Community Primary School, are willing to undertake this task to enable regular attendance at school, under the following conditions:

Parents should keep children at home when they are acutely unwell.

Medicines should only be taken to school when it would be detrimental to a child's health if it were not administered during the school day.

This policy does not cover the use of inhalers for asthma or conditions which result in allergic reactions (e.g. requiring an epi-pen). Such long term medical needs should be clearly identified and arrangements for treatment for pupils commencing the use of inhalers will be discussed with the head teacher. This information will be recorded on the Health Care Plan (Form 2).

Teachers will discuss the healthcare plan annually with parents at the first Parents' Meeting in each new school year.

### Prescription Medicines

Prescription medicines and pharmacy bought medicines will be administered.

Non prescribed must clearly be labelled with the child's name.

### Parental Responsibilities

Apart from inhalers and epi-pens, children must not keep medicines anywhere in school. They must be taken to the office at the start of the school day. Medicines must not be administered by the child.

For medicines to be administered in school, they must be properly labelled with the name of the child, the required dose and the appropriate time which they should be administered.

Medicines are not accepted out of the container in which they were originally dispensed and must include the prescriber's instructions. It is the parent's responsibility to ensure that in-date medicine is sent into school

A parent / carer or guardian must complete the appropriate form (LA's Form 3 including the sheet with contact details). This is required under Health and Safety regulations before medicines can be accepted into school.

### **Administration Staff Responsibilities**

All medicines will be kept in the school office in a lockable cupboard and administered by the head teacher or her representative. This role may be delegated to another adult for medicines for specific children.

The member of staff administering the medicine will complete the blue book in the medicines box in the secretary's office.

Medicines required to be taken when a child is on a school educational visit will be administered by the child's class teacher in accordance with the written instructions given by the parents on the appropriate form.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be made readily available to the children and should not be locked away.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an air tight container and clearly labelled.

### **Paperwork**

All completed forms will be kept in a clearly labelled file in the school office.

### **Emergencies**

In the event of a child having an adverse reaction to their medicine a member of the school staff will contact the Emergency Services and the child's parent / guardians. School staff should complete Form 1 when calling an ambulance. Health professionals will make decisions for the child's care in the absence of parents / guardians.

**Presented to staff: Emailed to staff March 2015**

**Presented to governors: March 2015 (Rick Jones – SEN Governor on behalf of the FGB).**



**Uploaded to the website: March 2015**