

Grendon CE Primary School
Managing Medicines in School

1. The Governors and staff of Grendon CE Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so.
2. Any parent/carer requesting the administration of medication should be given a copy of the school's policy.
3. Medication will only be accepted in school if it has been prescribed by a doctor. School/Setting to inform the school nurse of any pupil, who has been prescribed a controlled medication e.g. Methylphenidate (e.g. Ritalin, Equasym). Controlled drugs are subject to the prescription requirements of Drug Regulations. The prescribing doctor is responsible for informing the patient when a drug belongs to this group. They are most unlikely to be prescribed to children at school except Methylphenidate (e.g. Ritalin, Equasym)
4. Medication will not be accepted anywhere in school without complete written and signed instructions from parent/carer.
5. Only reasonable quantities of medication should be supplied to the school/setting by a responsible person (no more than one week's supply) and recorded in the Medication Administration Records File.
6. Each item of medication must be delivered in its original container and handed directly to the Headteacher or the child's class teacher.
7. Each item of medication must be clearly labelled with the following information:
 - a. Pupil's name
 - b. Name of medication
 - c. Dosage
 - d. Frequency of dosage
 - e. Storage requirements (if important)
 - f. Expiry date (if available)
8. The school will not accept items of medication which are in unlabelled containers.
9. Unless otherwise indicated all medication to be administered in school will be kept in a designated clearly identified locked cupboard.
10. The school may provide parents/carers with details of when medication has or has not been administered to their child.
11. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.
12. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

13. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
14. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on educational visits that involve an on over-night stay. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

MEDICATION CONSENT FORM

The school/setting will not give your child any medication unless you complete and sign this form and the Head Teacher has confirmed that school staff have agreed to administer the medication.

DETAILS OF PUPIL

Surname:

Forename (s):

Class:

Reason for medication (optional):

MEDICATION

Name/Type of Medication (**as described on the container**)

Time of last dose administered off site:

Dosage to be taken in school:

Date:

Signed:

Managing serious allergies

It is a parent's/carer's responsibility to inform the school of any allergies their child has.

Each child with a serious allergy will have an individual protocol of how that allergy will be managed and the steps to be taken in the event of an allergic reaction occurring. This will be drawn up between the school and parents/carers and, where appropriate, the school nurse.

All staff are trained in recognising the symptoms of anaphylaxis and in the administration of emergency medication (epipens). This training is updated annually in November.

This medication will be kept in the staff room and must be named. It is a parent's/carer's responsibility to ensure that medication is updated as necessary.

All staff in the school are made aware of any children with life threatening allergies.

Children will be helped and encouraged to manage their allergy but will not be placed in any direct danger of causing an allergic reaction or in a situation that may cause themselves or others undue concern.

Food Allergies

Children are reminded not to share food at school, for example from lunchboxes. They are informed of why this may cause an adverse reaction to others.

In cooking/food handling within the curriculum, parents will be consulted beforehand regarding the safety of this.

Residential / trips

Any medication for children with allergies which is normally held in school will be taken on any out of school visits, with appropriately trained staff.