



CROSBY-ON-EDEN C OF E PRIMARY SCHOOL

ACADEMY STATUS

Crosby-on-Eden

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HEADTEACHER – MISS A WESTON

20th February 2018

Dear Parents,

Supporting Pupils with Medical Conditions & Medicines in School

We have revised and updated the above policy and I would particularly like to draw your attention to the main revisions which can be found in pages 7-9 of the policy.

7. PROCESS FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL – SHORT TERM MEDICAL NEEDS

Medicines should normally be administered **at home** and only taken into school when **absolutely necessary** (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

The school will only accept:

- Medicines prescribed by a medical practitioner in their original container
- Medicines that are in date
- Medicines that need to be administered in **excess of 3 times per day**.
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.
- Hand cream prescribed by a medical practitioner in its original container

The school will not accept or administer:

- Medicines that are to be administered 3 times per day (unless the child is attending after school club and will not return home immediately after 3.35pm, or attending a residential visit)
- Piriton/Antihistamine
- Paracetamol e.g. Calpol, Ibuprofen, or aspirin

On accepting medication, the parent must sign a '**Medical Request Form**' (Appendix B) disclosing all details and giving permission for the medication to be administered by a named person (Class Teacher/First Aider). Medical Request Forms are available from the School Office. The parent will need to speak with their child's Class Teacher to confirm the time and dosage that is on the prescription.

The medicine will be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of the Headteacher. Children must not enter either of these areas unsupervised.

When administering, the named adult must complete a record details showing the date and time and details/dosage of the medication. This must be counter-signed by another adult.

In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult.

Under no circumstances should a parent send a child to school with any medicines, eg throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

Parents are welcome to come into school to administer medicines themselves that the school refuse to administer, for reasons given above.

Medication should be collected by the parent/carer at the end of the day or on the date specified.

Children are not permitted to deliver or collect medication. Any medication must be left in the school office and delivered or collected by a parent / carer.

8. MANAGING MEDICINES

- Emergency treatment medication including inhalers must follow the child at all times. Inhalers and other emergency treatment medication must follow the child to the sports field/swimming pool etc. Where it is agreed by the parents and teachers inhalers will be carried by the child. All other medicines (except inhalers) should be kept securely.
- If there is any difficulty about the use of medicines, including injections or inhalers, the school nurse should be contacted for advice.
- Staff asked to handle hazardous material e.g. “sharps” should request specific information regarding disposal.
- Procedures, including catheterisation and tube feeding, can only be carried out by trained staff. A care plan must detail all aspects of the procedure. A copy to be maintained in the child’s central file.
- Medication should be collected by the parent/carer at the end of the day or on the date specified.
- Children are not permitted to deliver or collect medication. Any medication must be left in the school office and delivered or collected by a parent / carer.
- Children who have asthma which is managed by the use of inhalers; these are kept in the child’s classroom for ease of access.

9. RECORD KEEPING

- All Medical Request Forms are kept in a locked cupboard in the School Office.
- The person who administers the medication signs the record to indicate the time that they have administered the medication to the child and the witness signs the form to say that they have witnessed the medication being administered.
- An individual care plan is completed for long term medical needs.
- Practices to ensure confidentiality of information will be maintained in all medical/health matters.

I have attached the full policy for your information which also available on our website and has now been fully adopted by school.

The changes in practice have come from advice received from our Health and Safety consultants and is now becoming standard practice amongst schools.

Thank you very much for your continued support.

With kind regards,

A handwritten signature in black ink, appearing to read 'Ayesha Weston', with a long horizontal flourish extending to the right.

Miss Weston
Headteacher
