

## MEDICINES AND PUPIL ILLNESS

### *Policy on the administration of medicines at Brooklands Farm Primary School*

#### ***Aim***

The aim of Brooklands Farm Primary School policy on the administration of prescribed medicines during school hours is to enable and promote regular attendance at school by all children.

#### ***Short Term Medical needs***

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#### ***Responsibility***

It is the responsibility of the parent to decide whether their child is well enough to attend school. It is the responsibility of the Headteacher to ensure no child is in school, which is not well enough to complete their lessons, where this is the case parents will be contacted to collect their child.

During their time at Brooklands Farm many children will need to take some medicine. This will usually be for a short period (e.g. to finish a course of antibiotics or to apply a lotion). By allowing children to do this whilst at school Brooklands Farm Primary aims to minimise the time they need to be absent. However, such medicines should only be taken at school where it would be detrimental to the child's health if the medicine is not administered during the school day.

#### ***Prescribed medicine***

Staff at Brooklands Farm Primary School will only administer prescribed medicines to children where they have written permission from parents and a parental agreement to administer medicine form has been completed.

#### ***Non-Prescribed medicine***

Staff will never give non prescribed medicine to a child unless there is specific written permission from the parent and the Headteacher has agreed. Permission will not be given for any children in Foundation or KS1.

For children in KS2 permission will only be given in exceptional circumstances and only after the child has visited their GP who has recommended that a non-prescribed medicine is given.

**Children will not be given aspirin or medicines containing Ibuprofen unless prescribed by a doctor.**

It is the policy of Brooklands Farm Primary School that only medicines which need to be taken four times per day can be administered at school. Where a medicine is prescribed to be taken three times per day then children should be given it before and after school and before bedtime.

#### ***Controlled Drugs***

Staff at Brooklands Farm Primary School may administer a controlled drug to the child for whom it has been prescribed.

Only certain staff will administer a controlled drug.

## *Long Term Medical needs*

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Where a child has long term medical needs it is important for the school to have full information about the condition before the child is admitted. This will enable a decision to be made about how suitable the school is to meet satisfactorily the needs of the child. If this is the case a “written care plan” involving parents and where necessary relevant health care professionals will be developed.

Where a child needs to take medication over the long term, parents need to complete an agreement to administer medication form stating clearly when, at what intervals and in what circumstances the medication should be given. A specialised medication bag to hold the child’s medication will be available.

In some cases (i.e. asthma pumps) children may self administer the medicine. This must always be under staff supervision and recorded in the record of administered medicines.

## *Storage*

Inhalers, Chlorphenamine syrup and one allergy pen will be kept in the classroom. All other medication and the second allergy pen will be kept at the front desk. If the medicine needs to be refrigerated it will be kept in a fridge at the front desk.

Children must not carry medicines around school in bags or pockets. All medicines must be brought into the school reception at the start of school.

It is the responsibility of parents to ensure that sufficient supplies of medication are in school and that this is in date. Staff will not administer any out of date medication.

It is the policy of Brooklands Farm Primary School that any member of staff who administers medicines to children receives training prior to administering any for the first time.

Any medicine given to a child will be recorded on the medical record sheet.

## *Trips and outings*

Where children require prescription medicine, the medicine will be taken on the trip. A member of staff who is First Aid trained will always accompany any trip or visit. The First Aider is responsible for the safe keeping of any prescribed medicine. Any medicine which is administered during the trip will be recorded by the First Aider.

No non prescribed medicine will be administered on trips or visits.