

**B O U R T O N   M E A D O W**  
**S C H O O L**

**P O L I C Y   D O C U M E N T**

**M E D I C I N E S**  
**I N**  
**S C H O O L**

NOV 09

# **Bourton Meadow School**

## **Medicines Policy 2009**

At Bourton Meadow we aim to enable regular attendance of all pupils. Wherever practicable, the parent should be the one to administer medicine, particularly in the case of younger children. In exceptional circumstances requests may be made to the Headteacher to deal with the administering of medicine at school.

### **Cases in which requests may be made to the Headteacher to deal with the administering of medicine at school:**

1. Cases of chronic illness or long-term complaints( eg multiple sclerosis)
2. Cases where children are recovering from short-term illness but are well enough to return to school.
3. Possible allergic reactions
4. Some pupils have medical plans completed re - antihistamines and epipens

### **The decision whether or not to allow the administration of medicine at school will be taken by the Headteacher, and should the responsibility be accepted, the following safeguards will apply –**

1. A written indemnity must be obtained from the parent in favour of the member of staff involved in administering the medicine.
2. The completed form should give clear instructions regarding dosage. Medicine will only be administered if it is required 4 times per day.
3. The medicine should be brought to school preferably by the parent, not the child, and should be delivered personally to the school office.
4. Medicines must be clearly labelled with the contents, owner's name and dosage and must be kept in the First Aid Cupboard.
5. Pupils requiring medication on school trips (sickness pills) must give the medication to the lead teacher.
6. Inhalers will be kept in the classroom either in a box which will be taken to P.E. or other out of class activities.  
The child should know where the inhaler is kept and **MUST** be supervised when using it.

Before responsibility is accepted for the administering of medicine at school careful consideration will be given to any special circumstances which may exist in the case of an individual pupil. Examples of these special circumstances include:

1. Where the medicines or tablets are dangerous
2. Where the timing and nature of administration are of vital importance
3. Where serious consequences could result from a member of staff forgetting to administer a dose
4. Where some technical or medical knowledge or expertise is required.

**NOTE: Under no circumstances should any member of staff administer an injection; these may only be administered by a qualified nurse or doctor. (This does not apply to epipens.)**

**Only prescribed medicines will be administered in school. Pain killing tablets such as Calpol, aspirin or paracetamol should not be brought and will not be administered by staff.**

### Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First <b>Tina Kersey</b>
	Deputy <b>Jacqui Cashman</b>

The person responsible for the dealing with the administration of controlled drugs such as ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First <b>Named Special Needs Assistant attached to child</b>
	Second <b>Year Group teaching assistant or class teacher</b>

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	<b>SENCO</b> <b>Sarah Lammas</b>
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### Asthma Inhalers

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	<b>Admin Assistant</b> <b>Tina Kersey</b>
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