



### **Introduction**

1. The aim of this policy is to provide a sound basis for ensuring that students with medical needs receive proper support at school.
2. This policy also will enable students to achieve regular attendance even if they have a medical need, as long as the school feels that the student concerned is well enough to benefit from curricular activities.

### **Responsibility**

3. There is no legal duty that requires school staff to administer medication.
4. This is a role the school take on voluntarily.
5. The Headteacher accepts responsibility in principle for named school staff supervising students taking prescription medication during the school day, in order to avoid absence from school.

### **Procedure**

6. If at all possible, medication such as antibiotics can be prescribed and given in frequencies that enable it to be taken outside school hours.
7. Parents are strongly encouraged to consult the doctor and take this action if at all possible.
8. The school will only assist in the administration of medicines in exceptional circumstances if the medicine form is completed by the parent/carer and handed into the school office.
9. The form either gives the school permission to administer or states that the student may self administer prescribed medication.
10. A record is kept in the school office of any medicine administered

### **Storage of Medicines**

11. The medication needed should be brought in each day by the student unless ongoing medication is required.
12. The school will place medication in a labelled bag in the fridge or in basket in the staffroom.
13. The Headteacher or Deputy Headteacher will administer medicine, if they are unavailable a member of the SMT will administer.
14. Parents should collect the medicine and dispose of it appropriately when the student no longer requires it.

### **Refusal**

15. If students refuse medication they will not be forced.
16. The school will then inform parents as soon as possible.

### **Trips**

17. Medication may be necessary for a student on a school trip.
18. The parents need to keep the school informed of any medical details to ensure the safety of the student on the trip.

19. The teacher on the trip will have a list of all students with any medical needs.

#### **Access to medication**

20. It may be necessary for children to have immediate access to medication e.g., asthma, anaphylaxis, diabetes. Parents will need to complete the form giving the student permission to have the medication to hand and self-administer. (

21. Inhalers may be kept by students with parental permission. Inhalers and any medication should be clearly labelled with the student's name.

#### **Confidentiality**

22. The Head and the school staff will treat all medical information confidentially.

23. School staff will not administer any intimate or invasive treatment due to considerations of child protection

#### **Parents as partners**

24. Parents have a real responsibility to keep the school informed and up to date on issues of medicine, medical needs and emergency contact details.

25. It is with the school and home working in partnership that we will ensure the health and safety of the students in our care.

#### **School Staff**

26. While staff are aware of conditions such as epilepsy, asthma, diabetes and anaphylaxis, they are not experts and act "in loco parentis" or as any reasonable parent would.

27. Therefore if staff have any concerns they contact a first aider who then deals with the immediate situation and informs the parent as necessary.

#### **Health Care Plan**

28. If a student has a long term condition the parents, head and staff will work together to prepare a health care plan. This aims to ensure that the student is cared for appropriately in school and maintains regular attendance if at all possible.

Policy adopted by Governing Body

Date:

Date for Review: