



## **WESLEY METHODIST PRIMARY SCHOOL**

### **Medicines Policy**

#### **Introduction**

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long term basis. Other children may require medicines in particular circumstances, such as children with severe allergies.

#### **Aims of this policy**

- To explain our procedures for managing prescription medicines which may need to be taken during the school day
- To explain our procedures for managing prescription medicines on school trips
- To outline the roles and responsibilities for the administration of prescription medicines

#### **Legal Requirements**

There is no legal duty that requires any member of school staff to administer medicines.

#### **Prescribed Medicines**

Medicines should only be taken to school when essential, that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Staff at Wesley Methodist Primary School will only administer medicines prescribed by a doctor, dentist, nurse or pharmacist. Medicines will only be accepted in the original container as dispensed by a pharmacist and should include instructions for administration. It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime

## **Exceptions**

Prescribed medicine will not be given:

- Where the timing of the dose is vital and where mistakes could lead to serious consequences.
- Where medical or technical expertise is required.
- Where intimate contact would be necessary.

## **Children with Asthma / Severe Allergies**

Children who have inhalers or adrenaline pens should have them available where necessary. Inhalers / Adrenaline pens will be kept in a closed container in each classroom. Inhalers / adrenaline pens, clearly labelled and including guidelines on administration, will be taken to all off-site activities.

## **Non – Prescription Medicines**

We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse or pharmacist.

## **Storage of Medicines**

All medicines should be delivered to the school office and the required paperwork must be completed. In no circumstances should medicines be left in a child's possession. Teachers and teaching assistants should not take receipt of medicines. Medicines will be kept in a fridge and not in classrooms, with the exception of adrenaline pens and inhalers. All medicines must be stored in the supplied container and be clearly labelled with the name of the child: the name and dose of the medicine and the frequency of administration.

## **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period.

## **Before and After School Club**

If your child is a member of 'Bubbles', separate arrangements will need to be made with the manager of the facility for the administration of medicine.

## **Trips and Outings**

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments to make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The school visit co-ordinator will be responsible for tabulating

medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication.

### **Roles and Responsibilities Parent / Carer**

- Should give sufficient information about their child's medical needs if treatment or special care is required
- Must deliver all medicines to the school office in person
- Must keep staff informed of changes to prescribed medicines
- Keep medicines in date – particularly emergency medication, such as adrenaline pens.