



**Christleton Primary School**  
**Be the best you can be**

**Medicines  
Policy**

Date of Policy	March 2017
Policy Reviewed	
Next Review	March 2020
Signed Head teacher	
Signed Chair of Governors	

# **Christleton Primary School**

## **Supporting Children with Medical Conditions Policy 2017**

### **Rationale**

Christleton Primary School wishes to provide a fully inclusive educational and pastoral system. In order to do, this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

The purpose of this policy is to:-

- Ensure that pupils with medical conditions are well supported in school and have full access to education, including schools trips and physical education.
- Ensure that there is clarity around the holding and administering of medication at school
- Ensure that information about a child's needs is shared appropriately by health professionals, school staff, parents and pupils.
- To develop staff knowledge and training in all areas necessary for our pupils

The Children and Families Act 2014, from September, 2014 places a duty on schools to make arrangements for children with medical conditions.

**Pupils with special medical needs have the same right of admission to schools as other children and cannot be refused admission or excluded from school on medical grounds alone.**

However, teachers and other staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from Cheshire and Chester West Council Medicines in Schools section of the Health and Safety Policy which encourages self-administration of medication when possible.

### **Aims**

The school aims to:

- Assist parents in providing medical care for their children;
- Educate staff and children in respect of special medical needs;
- Adopt and implement the LA policy of Medication in Schools;
- Arrange training for volunteer staff to support individual pupils;
- Liaise as necessary with medical serves in support of the individual pupil;
- Ensure access to full education if possible;
- Monitor and keep appropriate records.

## **Entitlement**

- The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.
- The school believes that pupils with medical needs should be enabled to have attendance and receive necessary proper care and support.
- Where a child has SEN but does not have a Statement or Educational Health Care Plan, their Special Educational Needs are mentioned in their Individual Health Care Plan
- The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:
  - Choose whether or not they are prepared to be involved;
  - Receive appropriate training;
  - Work to clear guidelines;
  - Have concerns about legal liability;
  - Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## **Managing Medication on School Premises**

### **Expectations**

It is expected that:

- Parents of children with medical conditions will complete an appropriate Healthcare Plan. This will be reviewed and updated regularly and parents will inform school immediately if there has been any change in circumstance or dosage.
- Only staff members who have undergone medication training will administer medication.
- Only medication prescribed by a medical professional (including dentists) will be accepted by school and administered.
- Where parents have asked the school to administer medication for their child, they must ask the pharmacist to supply any such medication to be dispensed in a separate container. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring their own medicine. This should be brought into school by the parents.
- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;

- That employees will consider carefully their response to requests to assist with the giving of medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by both staff and parents should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Asthma – School Emergency Inhalers**

From 1<sup>st</sup> October 2014 the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. Letters and consent forms are placed in the Long-Term Medication Folder.

### **Managing Medication off School Premises**

It is the school's belief that all children should have access to all off-site educational activities. In such cases, medication will be taken with the child, kept securely by an adult and administered by a staff member who has relevant training.

### **Pain Relief on Off-site Overnight Educational Visits**

Prior to such visits, Parents will be requested to complete a permission slip allowing staff to administer named medication.

Before the administration, staff will seek additional verbal consent from parents to allow administration.

In the event of an overnight visit children suffering from motion sickness may take with them prescribed medication in a sealed labelled blister pack and again, verbal permission will be required prior to the administering of the medication

### **Policy into Practice**

- There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.

**Christleton Primary School – Asthma Healthcare Plan  
March 2017 – August 2017**

Name	Year Group
Doctor's name and address	
Telephone	

**Details of Regular Treatment Taken at Home**

Medication Name	Dose and when taken

**Details of Regular Treatment Taken at School**

Medication Name	Dose and when taken

**Known Triggers for Asthma Attack eg sport, allergies etc**


**Details of Relief Treatment to be administered in school when needed for sudden chest tightness, wheeze, breathlessness or cough.**

Medication Name	Dose

- I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.
- I will ensure my child has a functioning, in-date inhaler which is clearly labelled. I understand it will be kept in a secure place within their classroom/ bring to school every day (delete as appropriate)
- I understand that this is a service which the school is not obliged to undertake.

In the event of my child displaying the symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by school for such emergencies.

Signed .....

Print name .....  
Parent/Guardian

Date .....

**Christleton Primary School – Healthcare Plan  
March 2017 – August 2017**

Name	Year Group
Doctor's name and address	
Telephone	

**Details of Regular Treatment Taken at Home**

Medication Name	Dose and when taken

**Details of Regular Treatment Taken at School**

Medication Name	Dose and when taken
<b>A</b>	
<b>B</b>	
<b>C</b>	

If allergy, known Triggers


**Details of medication to be administered in school when needed**

Medication Name	Dose
D	
E	
F	

I can confirm that my child has been diagnosed with ..... and has been prescribed medication.

I will ensure my child has, in-date medication which is clearly labelled. I understand it will be kept in a secure place.

I understand that this is a service which the school is not obliged to undertake.

Signed.....  
Parent/Guardian

Print name.....  
Date.....



**Christleton Primary School**  
**Request for School to administer Short Term Medication**  
**March 2017 – August 2017**

Name	Year Group
Start Date	End Date
Name of Medication	
Name and Address of Prescribing Doctor	
Telephone	

Medication Name	Dosage	Time

I understand that the medicine must be taken to the school office and collected from there at the end of the day by myself or the following named responsible adult;

.....

I understand that this is a service which the school is not obliged to undertake.

In the event of any change to the information given e.g. time, dosage etc., I will inform the school immediately.

Signed.....Print name.....  
 Parent/Guardian

Date	Administered by

Date	Administered by