

# Tolleshunt D'Arcy St. Nicholas CofE Primary Academy



## Medical & Administrating Medicine Policy

Adopted: 2020/21

Next review: 2023/2024

**The purpose of this policy** is to provide guidance on the welfare of children and the administration of medicines. \*Further in-depth guidance can be found in: Statutory Guidance; Supporting pupils at school with medical conditions.

### **General emergency and first aid procedures**

- **Any** child that is unwell or injured takes **priority** over any other tasks and is to be dealt with by the person that they present to **immediately**.
- Appropriate first aid should be administered. Parents/carers should be informed if a child is unwell or injured at school (by a fully completed accident/ incident/ illness report slip and/or a phone call).
- **Details of designated school first aiders can be found in the school office and welfare room.**
- If further assistance is required that person should send for a designated school first aider who will be responsible for ensuring that appropriate first aid is provided.
- If the designated school first aiders believe that the child's condition requires hospital treatment they will instruct the school office to contact the emergency services and the child's parent/carers.
- The designated school first aiders should stay with the child until the parent/carer arrives, or accompany the child to hospital by ambulance if the parent/carer is unable to be contacted.
- The designated school first aiders should ensure that a medical report is completed by the school.

### **General Administration of Medication**

- Written consent is required from parents/carers for a member of school staff to administer prescription medication. Medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The medicines must be in date, labelled and be provided in the original container as dispensed (with a spoon) and include instructions for administration, dosage and storage.
- Non-prescription medication **should not** be brought into school by pupils and can only be administered by a parent/carer unless in accordance with a previously agreed individual care plan.

### **Emergency Administration of Medication**

- Where a child has an individual care plan, this should clearly state what 'in an emergency is' and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

### Storage of Medication

- All medicines should be stored safely and securely in the welfare room medical cupboard or fridge.
- Children should know where their medicines are at all times and be able to access them immediately.
- Asthma inhalers are stored in each child's classroom to enable them to be accessible to children at all times. Children independently use them as required. A spare 'backup' inhaler can be stored in the welfare room medical cupboard if provided by the parent/carer. A letter is provided to parents to explain how asthma is managed in school after they have completed a school asthma card.

### Sun Awareness

- We inform parents/carers about the need for sun protection in newsletters, trip letters and via class blogs
- Children are reminded on various occasions (assemblies, class discussion, staff reminders) the need to protect themselves from the sun (sun screen, water intake, wearing hats, etc).

### School Medical Register and Record Keeping

- An **Administrative Assistant** should ensure that all school staff are made aware of any pupils with medical conditions and that they will come into contact with in their roles.
- An **Administrative Assistant** will provide information to ensure that all medical conditions affecting pupils in school are understood, including preventative and emergency measures so that staff can act should a problem occur.
- Details of all medical conditions/allergies are held in each classroom and should be shared, where appropriate, with staff working with that child e.g. supply teachers; details are also available in the school office/welfare room.
- Parents/carers should be informed, **on the same day**, if a child is unwell or injured at school by a fully completed accident/ incident/ illness report slip and/or a phone call completed by the adult whom the child presented to or by an **Administrative Assistant**.
- An **Administrative Assistant** will keep an accurate and up to date record of all medicines administered.