

Southover CE Primary School

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<http://www.southoverprimary.co.uk/>

Headteacher: *Noel Fadden*



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Dear Parents and Carers,

Re: Supporting pupils with medical conditions and administering medication at Southover

Most pupils will at some time have a medical condition that may affect their participation in school activities. This is more likely to be short term. Other pupils have conditions which, if not managed, could limit their access to education. This document sets out our policy on the management of medication.

At Southover our policy is that of 'selective' administration of medication. We will administer medication where:

- The medical condition of a child means that access to education would be limited if appropriate medication were not managed at school
- A child is fit enough to attend school but needs medication, the administration of which must take place during school hours
- There are staff willing and trained in the administration of medication

Long Term or Complex Medical Needs

We will assist pupils with long-term or complex medical needs where necessary. Advice will be sought from relevant support agencies. Individual health care plans and protocols will be developed for such pupils.

Responsibilities

Parents and carers have the prime responsibility for their child's health and need to provide schools with information about their child's medical condition.

Pupils will not normally be allowed to administer their own medication or have it in their possession. Parents should ensure that medication is brought to school and given to the office staff by an adult. If a child brings in their own medicine without prior consent from the school, then the medication will not be administered and will be returned to the parents at the end of the day.

Medication will only be administered when the appropriate form is completed. All medication must be in the original packaging.

If a child refuses medication, the parents will be contacted.

Children should be reminded by parents/carers when they need their medication and should go to the office at the appropriate times themselves. *It is the parent's or carer's responsibility to also inform the class teacher that the child will be receiving medication. This should be in writing and should specify when the medication is to be given.*

However, if the child forgets, the office staff will endeavour to find them to ensure the medication is given.

Non-Prescribed Medication

School staff will generally not give non-prescribed medication to pupils unless a child is fit enough to attend school but needs medication. If a pupil suffers regularly from acute pain, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication (e.g. Calpol, Paracetamol). A member of staff will supervise the pupil and keep a record of any non-prescription medicine administered. Medication will be administered at lunchtime.

Medication for Children

If possible, it is preferable for medication to be given at home. However, where it is necessary for a child to take medication at school, parents will need to complete a permission form (see *Appendix 1*).

All medicines must be named and accompanied by written instructions from the parent/carer and/or the GP specifying the medication involved, circumstances under which it should be administered, frequency, start and finish dates and levels of dosage. The information should be on the form in Appendix 1. **All medications should be in their original packaging and with the appropriate measuring equipment.**

Medication will be administered at lunchtime by school staff (usually office staff). Staff will check:

- Pupil's name
- Written instructions
- Prescribed dose
- Expiry date
- Endeavour to ensure that all pupils who are due to receive medicines have received their dosage

Please note:- staff will not administer medication if the parents written instructions differ from the instructions on the medication (e.g medication will not be mixed with squash etc).

**The exception to this would be complex, long-term conditions where there is a nominated person to administer medication*

Storage and Disposal

Medication will be kept in the office. Medication needing refrigeration will be kept in the locked fridge in the first aid room.

Staff will not dispose of medicines. Parents/carers will ensure that they collect any unused medication at the end of the treatment period. Labels must be clear at all times, especially if they have been re-written. If instructions are not clear, the medication will not be administered.

Epipens and Asthma Pumps

Named epipens are kept in the classroom with a spare kept in the office. Parents of children needing asthma pumps should provide two named pumps, one for the child to keep in the classroom and a spare to be kept in the medicine cupboard in the office.

School Trips

Careful consideration will be given to preparation for trips involving children on medication, in consultation with the parents. On all school trips relevant medication will be taken. A mobile phone will also be available.

The full version of the supporting children with medical conditions (including administration of medicines) is available on the school website.

If you require any further information please do not hesitate to speak to myself or Jo Roadway our School Business Manager.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'N. Fadden', written in a cursive style.

Noel Fadden
Headteacher

APPENDIX 1

Record of medicine administered to an individual child/young person Southover CE Primary School <i>A separate form must be completed for each medicine</i>		
Name:	Name of medicine:	Name of Dr Surgery:
DOB:	Quantity received and by whom:	Quantity rec'd: By (staff name): Date:
Class:	Expiry date:	Medical condition/diagnosis/illness:
Address:	How much: (e.g. 5ml spoon)	How often and time(s) to be given: (e,g, lunchtime)
Date medicine provided by parent/guardian:	Please indicate any side effects of the medication:	

I accept that I must deliver the medicine personally to the school office. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with their policy. I will inform the school immediately in writing, if there is a change in dosage or frequency of the medication or if the medicine is stopped.

I understand that it is my responsibility to inform the class teacher in writing that my child will be receiving medication and the times at which it will be administered.

I undertake to supply the school with drugs and medicines in properly labelled containers.

I accept that whilst my child is in the care of the School, the School staff stand in the position of the parent and that the School staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signature of Parent/Carer Date

Returned to Parent/Carer..... Date or disposal Date

