

**St. John's School aims to ensure the safety of the children by having a clear policy that is understood and adhered to by all.**

### **Statutory Framework**

Our policy is based on the Herts County Council Policy guidance document "Managing Medicines in Schools 2008.

### **Medicines which need to be taken during the school day.**

The school will supervise children taking medicines during the school day if it is essential that the child requires it. The staff will make a record when the medicine has been taken.

Parents will need to fill out a form and give the medicine to the member of staff in the original prescribed container with the dispensing label on, clearly marked with child's name.

Children with asthma can administer their own inhaler and keep it on them; however the child should go to the teacher when they need to take it so that they can monitor their condition. It is recommended that a spare, named inhaler is kept in the school office.

### **Medicines on trips and school outings**

A designated member of staff should organise for all medicines required to be taken on the trip as well as the first aid equipment. If there is a child with a severe medical need, the child's Personal Health Care Plan should be taken and the appropriate risk assessment completed.

### **Written agreement from parents for a child to take medicines at school.**

Parents must fill out a medicines form. A separate form is required for each medicine.

### **Supervising the administration of medicines.**

School staff will assist children in taking the medicine, checking the dosage and name. All staff will be trained to administer adrenaline for anaphylaxis (Epipen or similar).

### **Parental responsibilities for their child's medical needs.**

Parents are responsible for keeping the school informed about their child's medical needs. They should make sure that medicines are in date and are collected at the end of the day (if needed at home).

### **Non- prescription medicines**

The school will not allow any non-prescription medicines to be taken. This is in line with the statutory advice and is to ensure the child's safety. The school is happy for

parents to call in to school to administer medicine themselves during the school day if this should be felt necessary.

### **Children who have long term or complex medical needs.**

Children who have long term or complex medical needs will need to have a Personal Healthcare Plan which clearly states the condition, medication and emergency procedures.

### **Record Keeping.**

The member of staff supervising the medicine being taken by a child will record the details in the Medicines File. This is kept in the main office.

### **Safe Storage of medicines.**

Medicines that need to be refrigerated will be stored in the staff room fridge.

Inhalers will be stored by the teacher and/or child depending on age and severity of condition and on parental guidance.

Ritalin and other similar medication will be locked away and only a small number of tablets/doses will be kept on the school premises.

Adrenalin/Epipen medication will be stored in labelled boxes (with antihistamine where

provided) in the classroom and the office (out of children's reach).

### **Emergency medical procedures.**

If staff have concerns about a child's medical condition they will call the parents and if necessary call an ambulance.

*Staff will never take an ill child in their car.*

### **Illegal use of drugs on school premises.**

If a member of staff suspects that an illegal drug is being used on school premises they should tell the Headteacher who will then pass the information on to the appropriate agencies.

*We have a no smoking policy on school site.*

### **Drug Education**

Drug education is taught as part of the PHSE Curriculum. For information see the PHSE co-ordinator or Headteacher.

**St. John's CE JMI School**



**Drugs and Medicines Policy**

**Agreed October 2014  
To be reviewed 2017**