



# Rosh Pinah Primary School

## **Medicines in School Policy**

Date of Ratification: December 2012  
Updated: November 2019

At Rosh Pinah we aim to provide a safe and caring environment for all. Health and Safety issues are therefore very important within the school and a set of procedures and policies have been put in place to minimise the risk of accidents.

As an inclusive school we believe that no child should be discriminated against because of a medical condition. We undertake to administer medicines to children subject to the procedures set out in this document and any statutory guidelines and advice from outside agencies. Although the school seeks to assist parents in administering medicines during the school day, parents remain ultimately responsible in this matter. The school takes no responsibility for the use of medicines in school.

Should a parent of a child requiring emergency medication (e.g. adrenalin) approach the school for placement, consideration will be given to facilities required and advice and guidance sought from the School Health Service.

### **General Principles:**

- The School will administer prescribed medicines only
- Children are not permitted to administer their own medicine, creams etc
- Teachers and non-teaching staff have neither a legal or contractual duty to administer medicines or provide health treatment
- Legal responsibilities under The Health and Safety at Work Act remain those of the employer
- Employees have a responsibility to:
- Take reasonable care of their own and others' health and safety
- Co-operate with their employers
- Carry out activities in accordance with training and instructions
- Inform the employer of any perceived risks.

### **The role of the parent/carer**

- The school holds confidential information on pupils' health. This needs to be updated regularly. The provision of this information remains the responsibility of the parent.
- The medicine in the smallest practicable amount must be brought to school by the Parent (**under no circumstances by the child**) and must be delivered personally to the school office.
- Parents are encouraged to ask their doctor to prescribe medicine in dose frequencies which enable it to be taken outside of school hours.
- In complex cases the parent may be required to visit the school during the school day to administer medication in person.
- They must complete the necessary medical forms.
- They should ensure that the medicine is correctly labelled with the child's name, medicine name, dose and frequency of administration, cautionary advice, expiry date and storage information.
- Supplying the medicine in the original container.
- Collecting the medicine at the end of the school year.
- Making sure that their children take their medicine (as necessary) to any out of school activities (this will usually be held by the teacher in charge).
- Informing the school whether an adverse effect may result from failure to receive the medicine or the possible side effects of its administration.
- Parents are responsible for administering short term medication at home e.g. Antibiotics 3 times a day and pain killers.

### **The school is responsible for:**

- Undertaking to administer long term medicines as agreed with parents and within this policy.
- Correct storage of long term medicine in the medical room (refrigerated if necessary).
- Keeping a record of the long term medicine administered as appropriate; following healthcare plans as written by the Nurse with the parent.

The school will consider requests made by Parents in respect of administration of medicines when:

- A child suffers from chronic long term illnesses/complaints such as asthma, diabetes or epilepsy.
- The school has received the Parental Agreement Form issued by the school office.
- Long term medicines will be either self-administered in the presence of a member of staff or will be administered by the named first aid staff according to the dosage instruction provided by the parent.
- The school will not be held responsible for failure to administer medication.
- If the school has concerns about the nature of given medication, it reserves the right to refuse administration. Parents will be advised of this immediately and will be consulted on alternative arrangements.

### **Asthma**

All inhalers will be stored in the classroom 'grab bag' for use when required under the supervision of an adult. Use of inhalers will be logged.

- Inhalers will only be allowed in school once parents have completed both Parental Agreement Forms
- Parents will be asked to provide a labelled spare inhaler in case the regular one is lost/broken
- Parents must advise the school of inhaler expiry dates
- Inhalers are only to be used by/for the pupil for who they are prescribed
- Some children need to use an electric device called a nebuliser. In such cases, they will only be allowed following liaison with parents and the school's health adviser
- The inhaler should be readily accessible during the PE lesson
- When swimming, pupils should take their inhaler with them.

### **Vomiting and Diarrhoea**

Children with these conditions should be kept off school. They can return **48 hours** after their last episode.

### **Hay fever**

During the summer months it may be necessary to administer anti-histamine tablets or eye drops. Both Parental Agreement Forms should be completed and given to the school office together with the prescribed labelled medication.

### **Ritalin (and associated types of medicine)**

Most pupils who are prescribed these types of daily medication will be given slow release tablets before school by a parent. The school will only administer medication if the prescribing doctor advises the child to receive the medication during the school day.

### **Epi-pens**

**The school is a nut free zone. Nuts are not permitted in school.**

The school staff have agreed to administer EPI-pen medication in **extreme circumstances** and only if they have been trained in the use of an EPI-pen. Staff understand that EPI-pens are a risk free treatment

and a one shot injection which can do no harm may relieve a potentially high risk medical condition. These are specialist medicines which can only be administered by staff who have been trained to carry out this procedure. Arrangements for children who suffer from nut allergies and require specialist treatment must in the first instant have a Health Care Plan written and agreed with our SENCO.

A trained member of staff will accompany school trips. EPI-pen boxes **MUST** be labelled clearly with the child's name and a recent picture, red cross on front and the EPI-pens must be within date, each child must have **TWO** EPI-pens in school at all times.

### **Head lice**

Within most schools, at any one time, there will be a small number of children who have head lice. Infection levels remain fairly constant, but if parents could inspect their child/children's hair at least once a week throughout the school year, the school would be grateful.

Head lice doesn't always cause an itchy scalp, so many people will be unaware that they are infected. Sufferers only develop an itchy scalp if they become sensitive to the louse saliva and this can take up to two months.

If the parent suspects that the child has head lice incidences should be reported to the school. Detection and effective treatment of any head lice outbreaks is key to reducing the problem. Treating head lice is not a problem. For further advice, consult a pharmacist, doctor or school nurse. More information can be obtained from [www.headliceadvice.net](http://www.headliceadvice.net).

### **Antibiotics/prescribed medicines**

**Please be aware that we do not dispense antibiotics or pain killers to pupils during school hours except where antibiotics or pain killers are prescribed four times a day. The school will administer the lunch time dose only.** We request that children are not sent to school with medicine. If the child needs medicine it will have to be administered at home. If medication is required during school hours, parents are responsible for arranging for a named person or themselves to come into school to administer.

### **First Aid**

We have at least 8 members of staff who have been trained in First Aid. These staff receive regular training and updating of first aid knowledge. Any accidents are logged and reported to the office. We do not give any form of painkillers or use any antiseptic on wounds only cold water. If a child has a head injury we will do our best to inform parents (or authorised person). For any serious injuries which may require immediate hospital treatment an ambulance will be called and then the parents informed, so they can either accompany the child to hospital or meet us there.

### **First Aid Guidelines:**

- Teaching staff are not doctors or nurses. They can only act as far as their training and common sense allows
- The school maintains at any given time, qualified first aid personnel. It is to these designated personnel that reference should be made in cases of first aid
- In all cases of the administration of first aid, parents are informed at the end of the day by the class teacher

- In more serious cases, parents should be contacted immediately and advised of the need to take the child to a doctor
- In head and eye injuries parents are notified by telephone
- In emergency cases, an ambulance should be called and the parent informed immediately. In such cases, the school's order of care is entrusted to the NHS ambulance personnel. If possible, the parent or a member of staff should accompany the child to hospital.

### **Identification**

Children who are considered at risk of life threatening attacks are made known to all members of staff.

### **Off site visits**

Before undertaking any educational visit, staff investigate and assess any possible Health and Safety issues and conform to the school guidelines.

The school does not have to take children on visits who are badly behaved. Children that cannot follow instructions and do not listen respectfully to adults may not be taken on visits because of Health and Safety reasons. Special arrangements will be made for children with Special Educational Needs in accordance with the Disability and Discrimination Act 2005 and the Schools Access Policy/Plan. Children who remain in school are given appropriate work and activities to do.

### **School trips**

Prior to any residential trip, all parents must complete a general medical form to be returned to the school prior to the trip.

Additionally, the school will require parents of children on medication during a residential or day trip to complete a "Parental Agreement for School to Administer Medicine" form and all medicines will be handed over to a member of staff on the day of departure. All medicines must be prescribed by a doctor and labelled with the child's name and dose.

### **Inclusion**

At Rosh Pinah, our values embrace Inclusion. We aim to ensure that we promote the inclusion of all members of the school including children, parents, staff, governors and the local community according to orthodox Jewish practice. Our framework is based on suitable learning challenges, responding to each pupil's diverse learning needs and overcoming potential barriers to learning so that all stakeholders in all areas of school life can participate as fully as possible.

The ethos of inclusion is a whole school policy and will therefore permeate all aspects of school life. Our school ethos, based on our Mission Statement and five Golden Rules underpins the whole school inclusion policy.



Rosh Pinah  
Primary School

## Permission to give prescribed medicines in School

Rosh Pinah will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	<i>end of prescribed cycle</i>
Name of child	
Date of birth	
Class	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions (e.g. taken before food)	
Are there any side effects that the school needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand 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 school/setting staff administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature \_\_\_\_\_ Date \_\_\_\_\_