



Yarrells School & Nursery

MEDICATION POLICY

For the whole school, including the Early Years Foundation Stage

Policy Lead (Position (and Initials)): **Lead First Aider (TP)**

Date of Last Review: **September 2021**

Date of Next Review: **September 2022**

This policy is written following guidance from The Medicine Standards of the National Service framework for children and young people.

At Yarrells, we understand our responsibility to take reasonable care of the children while they attend school and to educate them about making healthy choices. Yarrells Preparatory School believes that the presence of unauthorised drugs in our school is not acceptable. We do however recognise that we will be required to have safe drugs in our school that are required for medicinal purposes

Prescribed Medicines

Medicines should only be taken to school when essential; that it is where it would be detrimental to a child's health if the medicine were not administered during the school day. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be in the original packaging with the child's name and give clear instructions on administration and dosage.

- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents' consent must be in writing
- no child under 16 should be given prescription or non-prescription medicines without their parent's written consent
- We understand that children will some time need to take medication during their time at school this may be antibiotics or to apply lotion where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is the first time your child has taken this type of antibiotic then we require them to have had 3 doses without any adverse effects before we will administer at school. It is to be noted that if the medicine that needs to be taken 3 times a day could be taken before school and at the end of the school day and before bed.
- A child with continuing Health needs and medication will have an Individual Health Care Plan will clearly state who will take responsibility and training needs of individual's that will be in direct contact with the child.
- A risk assessment for school visits, holidays and school activities outside the normal timetable for a child who holds an IHCP
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers and adrenaline pens will always be readily available to children and not locked away.
- For children Years 4 and below with Epi Pens are held in form rooms in a place of safety in a box clearly labelled with the child's name on and any spare ones will be held in the First Aid room locked in cabinet the key is in the staff room on the key board clearly marked. Inhalers for children Year 4 and below will also be held in forms rooms. Children Year 4 and below mostly remain in their class rooms for lessons their medication is held in form rooms for this reason.

- For Children Year 5 and above Epi pens and any other medication for allergies are held in main school staff room in individual boxes with a photograph of the child on the front for easy recognition. Children Year 5 and above may carry their own inhaler on their person. Any Spare Epi pens or Inhalers will be held in locked cabinet in First Aid room.
- Children who have allergies /Asthma will have an individual care plan, where appropriate and coordinated by their GPs or consultants, with clear guidance on what to do in case of emergency. Copies with a photograph of the child will be in a file which can be found on the shelf next to medication and first aid folder. Red flag will be put on ISAMS system. Care plans should be taken on sporting fixtures and outings
- We hold a spare inhaler in the staff room cabinet next to all other medication
- Any medication brought into school must be handed into the office and a Medication form completed.

Non-Prescription Medicines

Medications we keep in school are Calpol (paracetamol) and Piriton (antihistamine). This medication will only be given with parental consent and confirmation that the medicine has been administered before with no adverse effect to the child in the past.

- We will only administer non – prescription medicine such as Calpol where prior consent has been given by parents and reason for this medication discussed and agreed that it is necessary for a short-term period of time. Such as for an injury that may require pain relief to make the child's day more comfortable.
- We will not administer medication for more than 3 consecutive days; we would encourage parents to seek further medical advice.
- If a child is unwell enough to have Calpol before they start the school day, we feel they are probably not well enough to attend school.
- It is important that children are not subjected to the rigours of a school day if unwell.
- If your child becomes unwell during the school day you will be contacted to come and collect them. If their temperature spikes to above 38°C, we will contact parents for consent to administer Calpol. A non-prescribed medication form will be filled in with time and dosage given.
- If your child receives an insect bite or sting, we will try and cool down the area and monitor to make sure the swelling and reaction begins to subside within 15 minutes. If the area is still hot and swollen, we will contact you for permission to administer Piriton. A non-prescribed medication form will be filled in with time and dosage given.
- Storage of medication is kept in locked Cabinet in First Aid room.

Only the First Aid TA will administer medications and record details of times and dosage given in the main school.

- For children in Greenwood the First Aid TA will pass over any medication and go through dosage with the head of department who will administer and record. However, if it cannot be stored in the locked first aid cabinet in the staffroom and requires to be in a fridge then we will hold the medication in the lockable fridge in the First Aid room and Lead First aider will be responsible for administration.
- Calpol suitable for Early Years is kept in Greenwood in the lockable cabinet in the staffroom.
- If a child in Greenwood becomes ill then Lead First Aid should be called to assess condition and a decision to call parents if the parents cannot get to us for immediately then will ask permission to administer Calpol if the child has a high temperature.

Staff Medication

Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a member of staff is taking medication which may affect their ability to care for children, those staff should seek medical advice. Providers must ensure that those staff only work

directly with children if medical advice confirms that medication is unlikely to impair the staff member's ability to look after children properly.

Storage

Staff medication on the premises should be securely stored in the lockable fridge in the First Aid room.

Objectives of drugs education

Drugs education should enable pupils to develop their knowledge, attitudes and understanding about drugs, and to appreciate the benefits of a healthy lifestyle, relating this to their own and others' actions.

It should:

- build on knowledge and understanding;
- provide accurate information, and clear up misunderstandings;
- explore attitudes and values, and examine the risks and consequences of actions relating to drugs;
- develop pupils' interpersonal skills, their understanding of rules and laws, and their self-awareness and self-esteem;
- ensure that all children are taught about drugs in a consistent manner, following guidelines that have been agreed by parents and staff.

Drugs education

We regard drugs education as a whole-school issue, and we believe that opportunities to teach about the importance of a healthy lifestyle occur naturally throughout the curriculum, but especially in Science and in teaching about Health. Drugs education and healthy choices are also the major focus of the Life Education Mobile Classroom that visits the school annually for all year groups. We also have a variety of other visitors from the community and from the health sector who speak to the children about healthy choices and lifestyles. We aim to teach all pupils about drugs, however different their attainment levels, and however diverse their requirements. We recognise that pupils with special educational needs may be more vulnerable, that different communities have different attitudes towards drug abuse, and that some pupils may have drug-abusing parents.