

# Janvrin School



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## **Procedures for Administering Medicine at School** **2023**

This procedure document forms part of the 'Administration of Medicines' Policy for Janvrin School (CYPES and Gov. je inked).

We believe that if a child requires regular medicine for a current illness, parents/carers should consider whether the child is fit to attend school. Where there is a discrepancy in this view between school and parents, the school will make the final decision based upon the child's presentation.

Consideration will be given to children who may be finishing off a course of medicine and have clearly improved in health. In support of parents, in this circumstance, the school would consider administering medicine for a short period of time.

Where children have 3 courses of medicine a day, we advise parents/carers to administer one dose before school, one dose after school and one before bedtime.

If a child has a 4-a-day course we would advise that they are not well enough to attend school or the parent may have to come in to administer the medicine at lunchtime. In some circumstances (above) the school would consider administering the medicine.

Where a child has on-going medication we will support the administration of this e.g. medication for ADHD or Insulin for Diabetes.

No teacher or any member of staff can accept responsibility for the administration of medicines for children in school. This can only be undertaken under specific circumstances and with the authorisation of the Headteacher.

This applies to all medicines whether they are prescribed or presented as 'normal' medication for a child (e.g. Calpo, antihistamine etc) by a parent.

Where parents/carers approach class teachers or other school staff to administer medicine, the parent/carer must always be referred back to the main office for application, review and authorisation.

Where children have long-term medical conditions, we promote independence through encouraging self-administration of medication, whilst providing a safe and appropriate place to do so; alongside appropriate levels of supervision as needed e.g. inhalers.

School staff will not administer medication without first receiving appropriate information and authorisation from the DSL and Headteacher.

**Care Plans:**

Those children that have an established care plan will be made known to all staff involved with their education and time at school.

The care plan highlights and specifies the medical condition, the symptoms, the frequency of reactions, and the possible causes of the condition.

This has been drawn up in conjunction with the parents and is reviewed at least annually or more frequently depending on the dynamic of the condition for the child.

The care plan will specify immediate responses to the child's condition which include medicinal interventions. Any member of staff with the relevant training is able to apply medicine to a child under these conditions.

**Consent for administering Medicines in school:**

Where parents/carers are requesting medicine to be administered during the school day they will need to complete an application form (from the main office).

This form details:

- The child's name and DoB.
- The prescription label on the medicine
- The name of the medicine
- The dosage
- The expiry date of the medicine
- The illness or health issue it relates to
- Where it should be stored
- Any other instructions

This form is kept in the main office.

All medicines are kept in the main office in either the office fridge or a locked cabinet.

The expectation is that the child will come to the office at the required time either independently or with adult supervision.

The member of staff will give the child the medication and will supervise that they have taken it appropriately and correctly.

The member of staff will complete a log of when the medication was given which will be stored in the main office.

Some medicines need to be stored closer to the child e.g. Epi-pens and inhalers.

These medicines will be stored in a safe and secure area of the child's classroom.

The child will be given a wearable bag when they leave the classroom to attend PE, Music, breaktimes etc so that they have their medicine with them at all times.

Children can not attend school trips if their medication is not with them or is out of date (teachers must check this well in advance of any trips).