**HIPPINGS METHODIST PRIMARY SCHOOL**

**Medication Policy**

‘As a family we do our best with God in our hearts’

I can do all things through Christ who strengthens me: Philippians 4 verse 13

**Our loving school endeavours to provide the best possible all-round education in a Christian setting. We will be a family that does our best with God in our hearts understanding that we are all His children. We aim for all within our school to develop spiritually, morally, academically and culturally.**

Hippings Methodist Primary School wishes to ensure that pupils with medical needs/conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. The school is committed to ensuring that parents/carers feel confident that we will provide effective support for their child’s medical needs and make the pupil feel safe. At Hippings we fully believe that each and every child brings something to our school family and recognises that some child may require medication to help them do this.

**Aims**

• To provide clear guidance on the administering of medicines and correct record-keeping at Hippings Methodist Primary School.

• To ensure that the children in our school are safe and able to attend school regularly.

• To enable children with medical conditions to be included in the school curriculum and other activities.

• To support children with complex medical conditions and or long term medical needs.

**Administering medication**

The prime responsibility for a child’s health rests with parents/carers and where possible medicines should be administered by parents outside of the school day. If this is not possible we are able to administer medicines on your behalf. Parents are asked to send medicine to school in its original container. All medicine should be marked with the following information clearly indicated.

• The child’s name on the medicine.

• When the medicine should be given.

• The prescribed dose and pharmacist’s instruction, eg, after meals.

Parents need to inform the school office and complete an administering medicine form. Please note no medicine can be given unless a form is completed and signed by a parent. At the end of the day an adult must collect the medicine from the school office.

If a child attends Breakfast Club or Stay and Play the parent/carer must inform the staff there that the child needs medication. The club will provide the administering medicine form for the parent/carer to complete. The medicine must be given to the staff member who will place it in the locked cupboard or fridge if necessary.

**Non-Prescription medication**

Pupils sometimes require pain relief throughout the school day for other reasons, eg, toothache. If parents/carers would like staff to adminster non prescription medication they need to follow the procedure above. They must also include the time/dosage of medication last given to the child in order to avoid overdosing.

**Procedure for the Administration of Medicines in School**

In school all medicines are kept securely in a locked cupboard or in the fridge if necessary. When the medicine is administered this is logged on a record of medicine with the date and the time of the dose, and the initials of the member of staff administering the medicine. If parents wish to come into school during the school day to administer medicine then they are welcome to do so and should contact the school office.

**Refusal of medication**

If a child refuses to take their medication, staff should not force them to do so, but should note this in the records and inform parents by telephone. Parents will be requested to come into school to administer the medication.

**Asthma Inhalers**

If your child has Asthma please inform school. You will be given an Asthma plan which needs to be completed by your child’s doctor or Asthma Nurse. Any inhalers and spacers must be clearly labelled with your child’s name. Inhalers are kept in a designated place in each classroom, these are clearly labelled and identified. School does have an Emergency Asthma kit which is kept in the Medical room (see Asthma Policy)

**Individual Health Care Plan**

If a child has a medical condition which requires regular administration of medicine during the school day then an Individual Health Care Plan is drawn up by the parents, healthcare professionals and school. The Care Plan is kept in the Staffroom with a photograph of the child for identification purposes. Regular medication will be recorded on an Individual Administration Form.

**Allergies and Emergency Administration of Medicine**

Any allergies must be notified on the school admission form. If an allergic reaction requires the use of an Epipen then a Medical Care Plan will be drawn up and kept in the staffroom with a photograph of the child. All staff are trained in the use of Epipens.

**School Visits(off site)**

Any medication which needs to be given to a child during the day will be carried by the teacher in charge. The medicine will be administered as above and relevant paperwork completed. If the medicine needs to be kept cool the parent/carer is responsible for providing an appropriate cool bag to keep it in.

**Emergency First Aid**

The school has fully trained First-Aiders including two members of staff who are Paediatric First Aid trained. In the event of an ambulance being called parents/carers will be informed and a member of staff will accompany your child to hospital if necessary.

T J Westwell

March 2019

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