



LONGWORTH UNDENOMINATIONAL PRIMARY SCHOOL POLICY DOCUMENT	
Medicine Policy	Policy No: LPS-26 Issue No: 02
Next Review Date: December 2020	Date: December 2018

All members of staff at Longworth are committed to the safety and protection of the children in our school and will always treat a sick or injured child in a caring and appropriate way.

Principles

Children are sometimes well enough to be in school but may need medicine during the school day for either short term illnesses or more chronic conditions. School staff are not obliged to administer medicine or supervise the child in self-administration.

Medicines

1. Prescribed Medicines
 - Medicines will only be accepted into school when essential, i.e. it would be detrimental to a child's health if medicine were not administered during the school day.
 - Only medicines prescribed by a medical professional will be accepted
 - All medicines must be presented to school in original container as prescribed by pharmacist and include administration instructions.
2. Controlled drugs
 - Although this is rare, some controlled drugs may be prescribed as medication for children e.g. methylphenidate
 - Controlled drugs must be stored in a locked non-portable container and the appropriate protocols completed
3. Non-prescription medicines
 - Staff should never give a non-prescribed medicine to a child unless there is specific written permission from parents. Forms to be obtained from school office.

Medical Needs

1. Short-term medical needs
 - Children may need to take medicines during the day e.g. to finish a course of anti-biotics or apply a lotion
 - To allow children to do this may minimise the time that they need to be absent from school
 - School will only accept administration of such medicines if it would be detrimental to a child's health if the medicine was not administered during the school day.
 - Parents will be asked to meet a member of staff to discuss their child's need and a request form will need to be completed.



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2. Long-term medical needs

- School will need to have sufficient information about the medical condition of any child with long-term medical needs
- Parents will be asked to meet a member of staff to discuss their child's need and a health-care plan will be drawn up (see Form 2 attached)
- A parental agreement will also be drawn up with regard to administration of medicine (see request form to administer medication)

Administering medicines

1. Parental permission must be obtained before any medicine is administered (use request form to administer medication)
2. Members of staff are not obliged to administer medicines to a child and have the right to refuse to do so.
3. Members of staff who agree to administer medicines will be asked to sign to indicate their agreement (see request to administer medication form).
4. Members of staff who agree to administer medicines will be shown what to do, or given full instructions, by parent or health professional as appropriate and will sign to indicate that this has happened (see Form 8 attached)
5. All medicines to be administered by staff, will be stored in the cupboard in the school office
6. Members of staff who are prepared to give medicines to a child should check:
 - Child's name
 - Prescribed dose
 - Expiry date
 - Written instructions provided by prescriber on the label or container
 - Every time medicine is given to a child, they must complete and sign an individual record sheet (see back of request to administer medication form)
7. Any queries or concerns will be directed at parents, or, if appropriate, the School Health Nurse.

Self-Management

1. Children will be actively encouraged to take responsibility for their medicines from a relatively early age
2. If children can take their medicines themselves staff may only need to supervise this
3. Parents will be asked to give consent where this is the case (See Form 7)



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4. Asthma inhalers will in general always be carried by the child (unless both parent and school staff consider this inappropriate for the child)

Educational Visits

1. All educational visits are planned and organised in line with Oxfordshire guidelines
2. In accordance with both the Educational visit and Emergency policies, staff supervising trips will make themselves aware of the medical needs of all children taking part, and will assess all the risks involved in taking children on educational visits
3. When the educational visit is residential, parents will be asked to provide information about health by completing and signing an appropriate form
4. The lead member of staff on any educational visit will take medical and emergency contact details for all children on trip
5. Any health care plans and medicine administration agreements will be reviewed in the light of the trip and parents will be consulted and copies of agreements and plans will be taken on the visit

The Governing Body of Longworth Primary School adopted this policy on 10th October 2013 following consultation with staff and representatives of the recognised trade unions.

Change & approval

Details of Changes:

Approval:

Approved by:	Signature:	Date:
Headteacher Neil Wilson		
Chair of Governors Stuart Warwick		