



GREENHOLM PRIMARY SCHOOL

MEDICINES POLICY

Overarching statement

At Greenholm we are a school that is welcoming, safe and creates an environment which values and supports everyone learning. We work hard to create an ethos that promotes inclusive practice for all, by providing a consistent and fair approach, which is supportive of the continual emotional development of all and by demonstrating mutual respect, openness and honesty.

Policy Statement

At Greenholm we do not routinely administer medication to children. However, in order to support the inclusion of all children, we recognise that there are situations in which it may be necessary for specific pupils to take medication during the school day. This will be when a child has a specific diagnosed medical condition which, without the appropriately prescribed medication, would mean they were unable to access school and learning.

This policy is supports the principles within 'Every Child Matter' through:-

- **Be Healthy;** ensuring all children are healthy, fit and supported in order that they can maximise their learning opportunities within the school environment
- **Be Safe;** ensuring that all risks with regard to medications are minimalised to the children taking the medication and all other children
- **Achieve and Enjoy;** allowing all children's needs to be met as far as is practical so that they are able to attend, enjoy and achieve at school with their peers and so that they do not feel discriminated against.

We are prepared to take responsibility for this in accordance with the guidelines and procedures laid down in this policy.

Specific medical conditions:-

Children who are admitted to Greenholm School with specific medical conditions will need a care plan that is up to date and current agreed and signed by staff, parents and school nurses. These must be reviewed on an annual basis..

Specific medical conditions include:-

- Asthma
- Epilepsy
- Diabetes
- Anaphylaxis and allergies (including severe hayfever)
- Cystic fibrosis
- Medicine required as part of a course of cancer treatment
- Other long term serious or chronic illness.



Procedures.

Parents have the prime responsibility for their child's health and as such must provide schools with up to date information about their child's health needs.

1. If a child has specific medical need this should be identified when admitting a child to school. This need must be on their records and teachers and other staff informed as necessary. The school can accept no responsibility for a situation where a child has a medical need and where this has not been brought to the schools attention.
2. A health care plan will be completed for each child with a medical need. These are reviewed and updated on a regular basis.
3. Parents must complete and sign a parental agreement form giving the school permission to administer the medication after the appropriate training. If parents do not complete this form, the child will not be able to attend school.
4. Copies of these records are kept in the main school office.
5. Records of training must be kept and training updated on an annual basis for those staff involved.
6. When medication comes into school it MUST have been prescribed by a doctor with the child's name and date of birth clear on the label. It must be in the original container with the dosage clearly written on.
7. Only parents can bring medication into school. The school cannot receive medication directly from the child.
8. The school should sign to say that medication has been received, when it was received and that the labels and dosage are clear and that the medicine is in date.
9. Staff who administer medication must fill in the record in the administration of medicines book. This book is kept in the main office for checking. Details must include the time, dose and date.
10. All empty containers, and date expired medicines must be returned to parents as it is parents responsibility to return these to the dispensing pharmacy.
11. Children with asthma must carry their inhalers on them at all time. This includes to visits, for PE and at clubs.

Staff administrating medication.

No member of staff can be made to administer medication. However, all teaching assistants can be paid a first aid allowance to enable to administer medication as agreed on a care plan.

Self management.

As part of developing independence, for children with long term medical needs, they should be encouraged and supported in managing and assuming complete responsibility for their medication. The degree of this will be discussed and shared during care plan reviews

Risk assessment.

As with everything we do in school, as full risk assessment specific to that child, should be undertaken. This will highlight and areas for attention and consideration. This will be particularly important on trips and activities outside the normal teaching spaces.

Confidentiality

All information about the medical needs of children must remain confidential to the child, parents and necessary staff. Support Staff or Cover Staff; need to be made aware of children with specific medical needs.

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Emergency Procedures

In the case of an emergency, it is vital that all staff act quickly. A red hand is on every teaching space and this signals that an emergency is imminent. Medical assistance should be sought from other staff and the emergency services as quickly as possible and the time logged. The child's parents should also be contacted.

- Where a decision has been made to take a child to hospital, then the parents must be contacted.
- Medical information is contained on the child's record card and this must be taken to the hospital.
- The child must be accompanied by a member of staff, who remains with the child until their parents arrive.

This policy should be reviewed on an annual basis following a whole school risk assessment

OFFICIAL POLICY