

Non-Statutory

FURZEDOWN

MEDICATION & MEDICAL CARE IN SCHOOL POLICY

Written by

SLT

Next Review: Autumn 2020

AIMS

- To provide general guidance regarding the administration of medicines and invasive medical care.

IMPLEMENTATION

1. Extra care may be needed in supervising some school activities.
2. Teachers may voluntarily administer medicines but have no legal obligation to do so.
3. Pupils may carry their own asthma inhalers. All other medication must be brought to the office and a form explaining administration filled in by an adult.
4. Medication will be stored in a fridge and administered in the Medical Room by a designated adult and witnessed.
5. Parents are responsible for supplying up to date information regarding pupil's needs and medicines. The pupil's doctor should provide written details i.e.
 - Name of Medication
 - Dose
 - Method of administration
 - Time and frequency
6. An individual health care plan will be drawn up in collaboration with medical practitioners, parents and schools.
7. Staff will be trained in basic life support measures and any specific conditions in school. If life support measures are implemented an ambulance will be called.
8. Parents should keep pupils at home when they are acutely unwell.
9. Parents are responsible for disposing of out of date medicines.
10. Lists and photographs of children with medical conditions to be circulated to staff, list in office, dining hall and staffroom.
11. Staff have access to protective, disposable gloves and take care when dealing with body fluid spillage by using pack provided.

MONITORING AND ASSESSMENT

Written records will be kept by the adult administering medication and witnessed by a second adult. Medicines kept in medical room with photo of child and Health Care Plan.

PERFORMANCE INDICATORS

1. Staff will be made aware of procedures for administration of medicines.
2. Staff training kept up to date.
3. Staff know where to find information about medical needs