

Hummersea Primary School

Administering Medication

Policy



Supporting pupils with medical needs.

- Nominated staff at Hummersea School are authorised to administer prescription medicines to children at school, should this be necessary.
- Parents/Carers should be aware that this is a voluntary role on the part of the school and that the Governing Body approved a Health and Safety Policy and Drugs Education Policy that permit named members of staff to administer prescription medicines only.
- The administration of prescription medicines is only permissible once the appropriate authorisation form has been completed in full by Parents/Carers and signed by the headteacher and any other staff who will be administering the medicine.
- Medicine/tablets etc should be taken to the main office by a responsible adult (not sent to school with a child.)
- If the child is well enough to attend school but needs to complete a course of medicine parents may visit school at any time to administer the medicine or treatment if necessary.
- For continuing illnesses or medical conditions, children will be photographed and a brief description of the problem and action plan will be set out below the photo to ensure that all staff (including supply teachers) are aware of critical information (e.g. a child with diabetes, peanut allergy etc).
- You will be asked to complete a medical health form when your child starts school to inform us of any health problems or allergic conditions that affect your child and these will be updated regularly.
- It is important that parents regularly check the expiry dates on your child's medicine e.g. epipens and capsules for inhalers.
- Please inform school of any medication that has been prescribed for your child by your doctor, even when this is not being administered at school, as this information may be required in an emergency situation.
- We will call for a paramedic in any emergency situation.

Application of Nappy creams

If it is essential to apply nappy cream to children in our 2 year old setting, we would request that you fill in a medicine form detailing this. These creams do not have to be prescribed but must be provided by parents / carers.

Supporting children with asthma

- As with other medication, you will need to complete a form authorising the medication to be administered. Normally this would involve your child self-administering with the supervision of a member of staff.
- We require any asthma medication to be accessible by children in school at all times.
- Staff are instructed to make sure that they take asthma medication for individual children with them whenever they take that child out of school.

Medical checks, support and guidance.

- The School Nurse is contactable through the main office.
- Parent/carers are always notified of any planned health or developmental checks and should return the completed and signed medical form prior to the examination and attend the medical examination with your child.
- The school nurse can provide specific support and guidance in managing headlice (please read the leaflet 'Headlice Infestation').

Accidents and illness at school.

- The majority of staff at Hummersea School and all staff within Hummersea EYFS setting have an Emergency First Aid qualification, whilst a number of these staff also have First Aid qualifications relevant to very young children.
- Accidents in school are dealt with immediately and recording and reporting procedures are followed stringently.
- If we judge the accident to be anything other than a very minor incident you will be contacted immediately. The local hospitals will not commence treatment without parental consent unless there is a very serious injury. PLEASE ENSURE WE ALWAYS HAVE UP TO DATE CONTACT INFORMATION FOR YOURSELF AND YOUR EMERGENCY CONTACTS.
- For any head bump, however small, we shall send a 'bump to the head' letter home to inform you and assist you in monitoring your child. Your child will be given a head injury sticker to wear to alert you to the fact that he/she has had a minor bump and will need monitoring (the letter includes the symptoms of concussion and what action to take should you notice these symptoms in your child).
- In case of vomiting/diarrhoea, please keep your child off school for 24 hours to prevent other children contracting the same illness.

Lakes School Drug Policy.

- A copy of our Drug Policy, which applies to all children, staff, governors, visitors and parents/carers on the school site, is available from school.
- Under this policy, the use of unauthorised and illegal drugs is unacceptable and will be dealt with through the school's disciplinary policy in line with guidance given in 'Drugs: Guidance for Schools'.