



## **MEDICINES POLICY**

### **1. Pupils with medical needs**

- 1.1 Most pupils will at some time have a medical condition that may affect his/her participation in school activities. For many this will be short-term, perhaps finishing a course of medication.
- 1.2 Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most pupils with medical needs are able to attend school regularly and, with some support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils are not put at risk. Examples would include pupils with conditions such as diabetes, asthma or severe allergies. If required, care plans are put in place for individual children.
- 1.3 Parents and guardians have prime responsibility for their child's health and it is their role to ensure that the child is well enough to attend school, and to seek medical attention and advice for their child's medical condition, whether of a minor or major nature. This responsibility includes taking the child to and from medical appointments and follow-up examinations.
- 1.4 All parents should be made aware of the existence of the College policy on medication and have access to it on application. It should also be clear to parents that they should keep children at home if they are not well enough to attend.
- 1.5 Parents must keep College up-to-date with information about their child's medical condition. They should forward details as appropriate in conjunction with their child's GP or paediatrician. The school nurse may also be able to provide additional background information for College staff.
- 1.6 Medical information should be forwarded to the pupil's class teacher or, for sensitive issues, directly to the Headteacher. In the latter case the Headteacher will confirm with parents what information can be passed on to teaching staff about their child's health.

### **2. Administration of medicine.**

- 2.1 It is good practice to allow and encourage pupils to manage their own medication from an early age, and ECJS will seek to support children with this. However, some children will need to have medicine administered by an adult. If this is the case, parents must complete a form, giving permission to ECJS staff to administer the medicine at the appropriate time.
- 2.2 Any form of controlled substance brought into school for this purpose (e.g. Ritalin) must be kept in a locked container at all times. A medicine administration form must be regularly completed in order for staff to administer this medication. Where possible, slow release medication is preferred, as this negates the need to keep these tablets in school.
- 2.3 If a parent wishes ECJS to hold stocks of medicines, they must request this facility by writing to the Headteacher and are responsible for ensuring that sufficient in date quantities of the medicines are provided.



2.4 Medicines will be held in the school first aid room and will be issued to the pupils at the appropriate time. If in doubt about any of the medicines being issued to the pupil, the member of staff must check with a parent or appropriate health professional before taking further action. Medicines held will be stored in a secure cabinet, if appropriate, and should be clearly labelled with the pupil's name and dosage details.

2.5 It is general school policy that one member of the Teaching Assistant Team will take responsibility for giving any such medicine requested. They will ensure that the appropriate forms are completed and the medicine is administered at the correct time by one person.

### **3. Further support for pupils with medical needs: emergency situations.**

3.1 There is no legal duty requiring school staff to administer medication. Indeed the conditions of employment of teachers and support staff do not include giving medication or supervising a pupil taking it, although many staff are willing to do so in an emergency. In any case no teacher or member of support staff will administer medicines without the parental consent.

3.2 Any staff providing emergency support for pupils do so voluntarily. However, staff that provide such support to pupils with critical medical needs can be reassured about their legal liability. They should be aware that in the event of legal action over an allegation of negligence, Elizabeth College rather than a member of staff is likely to be held responsible.

3.3 School staff should be aware of the likelihood of an emergency arising and know what action to take if one occurs. In this regard information on specific medical conditions is available from the school nurse and regular training is completed with their guidance and input.

3.4 Medical conditions, which might give rise to the need for emergency support, include:

- Asthma
- Diabetes
- Anaphylactic shock due to extreme allergies
- Epilepsy
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### **4. Staff medication**

4.1 Elizabeth College has a strict no smoking/vaping policy on any part of the grounds.

4.2 Adults who need to administer prescribed medication and non-prescribed medication for their own personal use are expected to do so away from the children.

4.3 No illegal drugs are permitted in the setting. This could lead to immediate dismissal.

4.4 Staff are responsible to ensure that the medication that they are taking will not affect their working performance as each staff member has a duty of care, not only for themselves but for the children and work colleagues in the setting.