



The Shrubbery School

A policy for the management of medicines

This policy has been compiled using current guidelines for the Department of Health and the Department for Education

Prescribed Medicines

Medicines should only be taken to school or settings when essential. The Shrubbery School can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and the name of the child. The details need to include:-

- Name of child
- Name of medicine
- Dose
- Method of administration
- Any side effects
- Expiry date

The Shrubbery School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Staff will check the expiry date of medication.

Non Prescription Medicines

The Shrubbery School will not administer non-prescribed medicine to a child.

Short-Term Medical Needs

Some children will need to take medicines during the day at some time during their time in school. This will usually be a short period only, perhaps to finish a course of antibiotics or to apply a lotion.

Long-Term Medical Needs

It is important for the school to have sufficient information about the medical condition of any child with long-term medical needs. A written health care plan for children with medical needs will be agreed involving the parents and relevant health professionals. This can include:-

- details of a child's condition
- special requirements e.g. dietary needs, pre-activity precautions and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

Educational Visits

It is good practice for schools to encourage children with medical needs to participate in safely managed visits. Our policy for outings always includes risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they should seek parental views.

Sporting Activities

Most children with medical conditions can participate in physical activities and extra curriculum sport. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measure before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and preventative medicine that may need to be take and emergency procedures.

Severe Allergic Reactions

Some pupils are at risk of severe allergic reactions. At the Shrubbery School children are not allowed to share swap food at break times. Parents should reinforce this message with children.

Parents should inform the school about allergies and update medical forms. A large number of staff are trained in the use of an adrenaline pen for emergencies where appropriate. The school has a separate Asthma Policy.

General First Aid

Sixteen members of staff hold Paediatric First Aid Certificates (2015)
Four members of staff also hold First Aid at Work Certificates.(Sep 2015)

Close co-operation between school, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

Policy Updated October 2016

Review: July 2017