



ST. ANTHONY'S SCHOOL
FOR BOYS

Medicines and Medical Conditions Policy

Policy reviewed by SA

Review date: June 2017

Submission: June 2016

Policy actioned from: September 2017 – August 2018

Next review date: June 2018

Reviewer's Signature: SA

Head Teacher's Signature: PK

Circulation: This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

Medicines and Medical Conditions Policy

St. Anthony's School welcomes pupils with medical conditions and seeks to ensure, where practicable, that pupils will be able to participate fully in all aspects of school life. This policy applies to all pupils in the school, including those in Reception (EYFS).

Parents or guardians have prime responsibility for their child's health and should provide the school with information about their child's medical health and any treatment or care needed at school.

Parents should keep children at home when they are unwell or infectious. However, there may be times when a child is well enough to attend school, but requires medication on a short-term basis. In these circumstances, parents should complete an 'Authorisation for Medication to be Administered form', which is available to download from the school's website or from the Junior or Senior secretaries. This includes the following details and confirms the parents' consent for the school to administer the medication:

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

The Bursar will ensure that teachers who volunteer to administer medicine have received appropriate training and that the school's insurance arrangements provide full cover for staff acting within the scope of their employment.

Any medication should be clearly labelled with the pupil's name and the dosage amount and frequency. **It must be in date and should be supplied in the original container in which it was dispensed and the prescriber's instructions should be included.** The medication should be handed to the pupil's form teacher or to the Junior or Senior House secretary. In Reception, the medication should be handed to the form teacher or teaching assistant. Pupils will be given a note at the end of the school day detailing any medication that has been administered. The school also keeps a record in the medical record book of any medication that is administered to pupils. The school will ensure that any prescribed medicines are stored correctly, as advised on the bottle or packet, for example in a refrigerator.

Staff are unable to administer any medicine to pupils unless the above procedure is followed. If a child becomes unwell during the day and requires medication other than medication sent to school using the procedure outlined in this policy, the child will need to be collected from the school by their parent or guardian. No child will be

given medicine containing aspirin, unless it has been prescribed for that child by a doctor.

For pupils with longer term medical conditions, the parents should write to the school giving details of their child's condition. This should normally be done during the term preceding entry. However, if a child's needs are considerable, they should be discussed with the school at the earliest opportunity.

They should, jointly with the Bursar, reach agreement on the school's role in helping with their child's medical needs. Parents' cultural and religious views will be respected and the parents' consent is required before passing on information about their child's health to relevant other parties, for example to staff at a residential centre/hotel which the pupil may attend. Sharing information is important if staff and parents are to ensure the best care for a pupil. However, if it is not possible to reach agreement on support, a child's school activities may be restricted.

A member of staff (Bursar/Deputy Head Pastoral/Head of Junior House) will contact the parents to discuss the child's needs, and an individual health care plan will be drawn up in consultation with the parents. This gives details of any action to be taken in the event of an emergency, and will be stored, together with any medication, in the secretary's office in the Senior House and the staff room in the Junior House. In the Junior House, a duplicate medical kit is kept in each classroom. In the Senior House, a duplicate medical kit for pupils with Anaphylaxis is kept in the Junior House Staffroom and Emergency Asthma inhalers are available. A consent form for the administration of any medication must be signed by the parent. Senior House pupils who require an EpiPen must have a duplicate set of medication stored in the Junior House.

The medication should be labelled with the pupil's name. This emergency medication will accompany the child to games and on any day and residential trips, unless the parents indicate that this is not necessary.

The Bursar will ensure that:

- Staff are trained in supporting pupils with medical conditions and are aware of the procedures to follow in an emergency;
- That all staff, including supply teachers, are notified of any pupils with medical conditions;
- That providers of home to school transport are aware of any pupils with medical conditions using their service;
- That risk assessments for off-site activities include dealing with pupils with medical conditions and the need to include such pupils in all activities where practicable;
- That pupils' individual medical plans are reviewed annually as part of the school's annual data review or whenever there is a change to a pupil's individual medical needs.

Parents are responsible for supplying information about medicines that their child needs to take at school and for letting the school know of any changes to the prescription or the level of support needed. Parents are also responsible for keeping a note of the expiry date of any medicines and half termly and will remind parents if medicines have expired, but this is carried out as an additional measure to parental systems. Expiry dates of medicines remain the parent's responsibility. **It is of vital importance that parents recognise their responsibility and respond promptly to all letters from the school requesting fresh supplies of medication.** If we are unable to manage the safety of a child in school because of out of date medicine, we reserve the right to ask a parent to withdraw their son from attending school until the matter is rectified.

Emergency Asthma Medication

The school holds a supply of emergency reliever inhalers, which are able to be used when a pupil's normal inhaler is unavailable. This only applies to pupils who have been prescribed an inhaler for the treatment of asthma and the following conditions must be adhered to:

Pupils must also be supplied with their own prescribed inhalers to be held at school;

The emergency inhalers may be used in the event of a pupil's inhaler being unavailable;

The emergency inhalers may only be used if the parents provide written consent and a register of such children will be maintained;

A record of the use of the emergency inhalers will be kept and the parents of any pupil using the emergency inhaler will be notified;

School secretaries will be responsible for ensuring that the inhalers are stored and disposed of correctly and are in date;

School staff will be trained in the administration of the emergency inhalers.

Some older children may be able to carry and administer their own medication if appropriate, for example an asthma inhaler. Each individual case should be discussed with the Bursar/Deputy Head Pastoral/Head of Junior House. If a pupil is to self-administer their medication, this should be detailed on their Individual Healthcare Plan.

If a pupil's medical condition has a dietary element, it is essential that parents refer to the school's policy for supporting pupils with dietary needs.

If parents are unhappy about the provision for any child with a medical condition, they should discuss this with the Bursar. If their complaint is not resolved informally, they should use the school's complaints procedure

