

## THE FOREST SCHOOL

<b>POLICY TITLE</b>	Dealing with Prescribed Medicines
<b>PERSON(S) RESPONSIBLE FOR POLICY</b>	Lead First Aider

### RESPONSIBLE PERSON(S) AND POST(S)

Headteacher  
First Aider  
Community Leaders  
Subject Team Leaders

### WHO IS GOVERNED BY THIS POLICY

All Staff  
School Governors

### POINT(S) OF CONTACT

Headteacher, Lead First Aider, First Aiders, School Governors

### LINKS TO THE FOLLOWING POLICIES AND PROCEDURES

Safeguarding, Child Protection, First Aid

### MAIN ECM OUTCOMES (EVERY CHILD MATTERS)

Stay Safe, Enjoy and Achieve

### DEALING WITH PRESCRIBED MEDICINES

Forest School will work in partnership with parents and pupils on medical issues but is unable to administer or provide any medicines. (Except in an emergency) Medicines can be placed in the Medical Room under the supervision of the First Aider during the school day but it is the responsibility of the pupil to remember to take the dosage at the correct time and to collect the medicine at the end of the school day.

*Medicines likely to be brought to school –*

Antibiotics: in most circumstances the dosage can be arranged so that a midday dose is not necessary. If it can not be avoided, alternative arrangements involving the parent/carer administering the dose should be negotiated.

Eye/Ear/Nose Drops: it is the responsibility of the parent/carer to see that their child receives an appropriate dose when required or alternative arrangements involving the parent/carer administering the dose should be negotiated.

Maintenance Drugs: a child may be on a medication for conditions such as epilepsy or cystic fibrosis. These medicines will be placed in the Medical Room under the supervision of the First Aider.

Inhalers: pupils will be responsible for carrying their own inhalers. Parents may, if they wish, provide an inhaler which will be held in the Medical Room under the supervision of the First Aider for **emergency** use only.

Ritalin: for pupils with behavioural problems. These medicines will be placed in the Medical Room under the supervision of the First Aider.

**Parents or carers will ensure that:**

- ♦ they complete the necessary medical information on the Pupil Admission Form
- ♦ if appropriate they inform the school, through the Community Leaders or Inclusion Team, if pupils need to take prescribed medication during the school day
- ♦ the necessary medication is provided for holding in the Medical Room under the supervision of the First Aider, if appropriate
- ♦ medication should be the smallest practicable dose(s) and should be in a container(s) marked with the pupil's name (where possible please ensure it is in its original packaging)
- ♦ medication provided is not out of date
- ♦ pupils only have 1 dosage of pain-killers with them in school.

**Pupils will ensure that they:**

- ♦ if appropriate, hand medication to the First Aider at the start of the day, for secure storage
- ♦ collect their medication from the First Aider at the end of the school day. They will not be given a reminder
- ♦ go to the First Aider at the prescribed time(s) during the school day to take their medication. Pupils are responsible for self-administering and will not be given a reminder by the Community Leaders or First Aider.

**Staff will be responsible for:**

- ♦ the secure storage of their own medication
- ♦ notifying the Community Leaders and First Aider of any pupil that they know has to take prescribed medication
- ♦ the secure holding of any prescribed medication for pupils when on a school trip or visit. Pupils will be responsible for taking the medication at the correct time and will not be given a reminder
- ♦ ensuring that they do not give any medication to a pupil.

**The First Aider (with the support of the Community Leaders, when appropriate) will be responsible for:**

- ♦ the secure storage of all prescribed medicines handed to them at the beginning of school
- ♦ the dissemination of information concerning pupils with life-threatening problems
- ♦ and actions to be taken
- ♦ keeping a record of medicine administered to pupils in an **emergency** situation.

**The First Aider on duty will be responsible, if requested by a parent, for:**

- ♦ the secure storage of prescribed medicines for special needs
- ♦ the oversight of the taking of prescribed medicines by pupils
- ♦ keeping a record of the taking of prescribed medicines by pupils.