**Policy on the Management of Medicines in School**

**Cwrt Rawlin Primary**

***In response to Welsh Government guidance this is the Management of Medicines policy for Cwrt Rawlin primary school.***

**Non- prescribed medicines**

Only medication for substantial and long-term health conditions that have been prescribed to the child should be brought into school. Non-prescription/over the counter medication will not be administered by school staff during a normal school day. Medication that can be managed outside of school should not be brought onto school premises.

Where short term medical conditions require medication to be administered during the school day, parents/guardians should make necessary arrangements e.g. to go to the school themselves to administer the medication or arrange for an appropriate adult (relative, family friend etc.) to administer the medication.

It is the responsibility of the parent/guardian to ensure that their child is well enough to attend school. If, during the school day, the child becomes unwell or requires medication then a parent/guardian will be contacted without undue delay.

**Prescribed medication**

For children with long term medical needs such as diabetes, epilepsy and heart conditions, a medical or health care plan will need to be completed. This may be completed by the child’s specialist doctor/nurse or school nurse depending on the condition. These are normally reviewed annually or if the child’s needs have changed. They will include the following information:

* Details of pupils condition;
* Special requirements e.g. dietary needs;
* Medication and any side effects;
* Emergency arrangements and contacts.

Medical care plans should be easily accessible to all who need to refer to them, while preserving confidentiality. The level of detail within plans will depend on the complexity of the child’s condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Trained staff will be identified and staff will be informed who will be the key members to administer the medicine.

Training for staff for specific conditions may also be required, such as asthma, epi pens etc. This training must be arranged through the child’s specialist nurse or school nurse. Appendix 1 -staff training record - administration of medicines will be used. Training should be sufficient to ensure staff are confident and competent in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual medical/healthcare plans.

It is the parents/guardian’s responsibility to provide up to date information on the child’s medical needs and to ensure that the school has an adequate supply of medication that is in date.

Each time medication is administered in school, a log should be recorded on appendix 2- Record of medicine administered to an individual pupil. In some cases the child may self-administer however a member of staff would still need to supervise this and the relevant managing medicines paperwork must be completed, on appendix 2(as above).

General teaching staff, ancillary staff, teachers’ aides, lunchtime supervisors, supply staff and student teachers should be made fully aware of medical conditions of pupils. It is essential that supply staff are made aware of any pupils requiring special attention as a result of a medical condition. A detailed list of pupils who may require emergency medication or have a medical condition can be located in the staff room and Head Teacher’s office.

**Prescribed medication stored at school**

All medicines should be in the original dispensed container and be clearly labelled with:

* The child’s name;
* The prescribed drug;
* The prescribed dosage and frequency required;
* The expiry date of the medication.

Medicines that have be decanted or repackaged to another container will not be accepted in school. Ideally the drug information sheet accompanying the medication, as supplied by the pharmacy, should also be kept with the medication.

Medication must be stored appropriately in accordance with any specific guidance e.g. kept refrigerated. In addition, some medications are controlled drugs and need to be kept in a locked cupboard/cabinet.

**Pupils who manage their own needs**

After discussion with parents, pupils who are competent should be encouraged to take responsibility to manage their own medicines and procedures. This should be reflected within individual health/medical care plans.

Wherever possible, pupils should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Pupils, who can take their medication themselves or manage procedures, may require an appropriate level of supervision. A member of staff may need to help the pupil administer or manage procedures, if the pupil is unable to self-manage for whatever reason.

**Educational Visits**

Cwrt Rawlin primary school will encourage pupils with medical needs to participate in school trips. The Educational Visits Co-ordinator (EVC) will assess each trip separately. Where appropriate, staff who have been trained to administer medication will accompany the child. Additional adult supervision may also be required to ensure adequate supervision in case of an emergency. Medication should be readily accessible at all material times.

**Review of Policy**

This policy will be reviewed every 2 years- next review September 2026