

St Mary & St Paul's C of E Primary School.

'Life in all its fullness through
learning and love'



Medicines Policy

Policy reviewed in October 2024 by _____

Ratified by Governors _____

MEDICINES POLICY

OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school.

Our policy is to ensure that children who need medication during school hours have their special need met to give them fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures for the medications to be kept and administered.

OBJECTIVES

1. To keep medication safe in school.
2. To support individual children with medical needs to achieve regular attendance
3. To ensure that children who need to take medication whilst they are in school have their needs met in a safe and sensitive manner.
4. To make safe provisions for the supervision and administration of medication in school time.

STRATEGY

1. Only medication prescribed by a doctor or authorised health care worker, will be administered in school.
2. The school will only be able to store or give medicines that have not been prescribed to a child under the direct authorisation from parents or carers. (e.g. Calpol or Piriton - not cough medicines). Please make arrangements to come into school if you wish to give your child these medicines
3. Only members of staff that have been trained and authorised by the headteacher may supervise and administer medication. In emergency, the headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
4. For children with long term medication needs appropriate staff training maybe sort from professionals, for example, a diabetic nurse regarding blood monitoring and insulin.
5. Parents must complete the required consent form when they wish the school to supervise or administer medication and must discuss the request and agree the procedures proposed by school.
6. An asthma plan must be completed for all children who require an inhaler.

7. Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children using their own asthma reliever. Parents/carers must still complete a medicine record form, noting that the child will self-administer and sign the form. The self-administering of medication only applies to prescribed medication
8. Medication must be sent into school in its original container.
9. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the headteacher will decide how it is to be stored.
10. When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany it on such visits and outings.
11. Medicines that have not been collected by parents at the end of each term will be safely disposed of. It is the parental responsibility to check the expiry date on inhalers and epi- pens etc.
12. If a child refuses medicine the parent or carer will be informed the same day.

Emergency treatment and medicine administration

The school will call for medical assistance and the parent or named emergency contact will be notified. The Governing Body will support any member of staff who assists with medicine in a reasonable good faith attempt to prevent or manage an emergency situation, regardless of outcome.

Inhalers

At the end of each year, the inhaler will be sent up to the next class and signed for by the new teacher. At the start of each term, inhalers will be checked by a first aider to ensure that they are in date. A new asthma plan will be sent out at the start of each year to ensure all plans are accurate and appropriate for the child.

Outcomes

The school will do all that it can to ensure that children with medical and special needs will have as little as possible disruption to their education. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

October 2024

ADMINISTRATION OF PRESCRIBED MEDICINES IN SCHOOL

Information for Parents / Guardians / Carers,

It is not normally appropriate to administer medicines to children in school. However, in circumstances where a child's General Practitioner has confirmed in writing that there is no other satisfactory way of ensuring that medication is taken, the Head teacher will support your child's attendance at school and will agree that school staff will supervise administration of the medicine in accordance with the dosages prescribed by the GP / or on the label / box.

Name : _____

D.O.B : _____

Address : _____

Class : _____

GP _____

Medication – All labels must be clear, legible and within date

Name of medicine _____ Dose _____

Name of medicine _____ Dose _____

How long will your child require this medication? _____

Time of medication _____

Contact Details

Daytime telephone Number _____

Relationship to student _____

I agree to deliver / pick up the above mentioned medication. I confirm that I understand that the school is not under a general duty to assist in the administration of medicines to children.

Signed _____ Date _____

I agree that your child will be supervised / given medication whilst he/ she takes the medication at the appropriate time.

Signature of Headteacher : _____ Date _____

