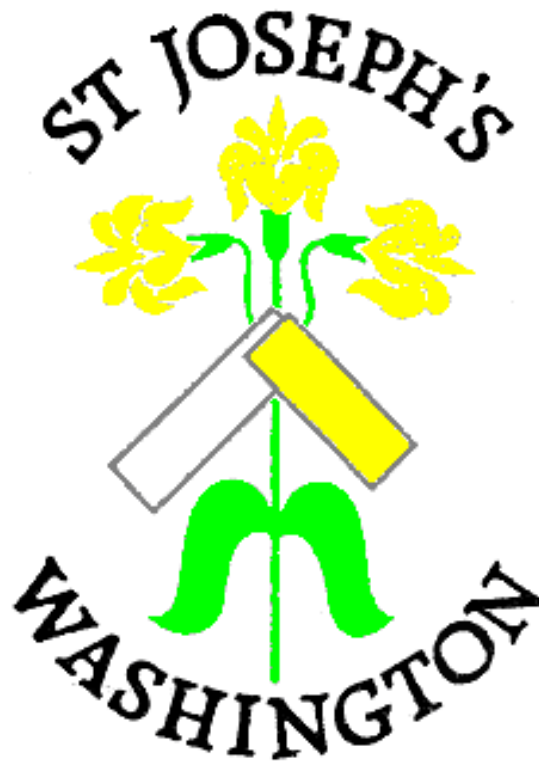


St Joseph's RC Primary Policy



WASHINGTON ST JOSEPH'S ROMAN CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOL

MEDICINES POLICY

St Joseph's RC Primary School endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their medicines, nevertheless we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to school as other children and cannot be excluded from school on medical grounds alone.

Teachers and support staff are in loco parentis and may need to take swift action in an emergency, both in school and off site, for example during school trips.

The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with the relevant information.

AIMS:

Our school aims to:

- Assist parents in providing medical care for their children
- Educate staff and pupils in respect of special medical needs
- Adopt and implement any national or LA policies in relation to medication in schools
- Arrange training for staff who volunteer to support individual pupils with special medical needs
- Liaise as necessary with medical services in support of the pupil
- Ensure that pupils with special medical needs are enabled to access the full life of the school where possible
- Maintain appropriate records

Entitlement:

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to achieve full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs in relation to:

- Choosing whether or not to become involved
- Receiving appropriate training
- Work to clear guidelines
- Have concerns about legal liability
- Bring any concerns they have about supporting pupils with medical needs to the management.

Procedure:

Medication will only be administered in school if it has been prescribed by a doctor and is in a container clearly labelled with the child's name and the dosage/frequency required. The name of the pharmacist should be visible. The school will administer medicine which has been prescribed to be taken 4 or more times a day. We consider that any less frequent than this can be administered at home outside of school hours.

The school will liaise with the School Health Service for advice and information about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupils.

Practice:

When a parent requests that we administer medication in school we will:

- Arrange for a member of staff with responsibility for medicines to discuss the needs with the parent and complete the relevant consent forms/care plans
- Ensure that the medication is kept in a secure place during the school day, that it is only accessed by the identified person, and that each time the medication is administered the school's medication record is updated
- Ensure that any left over medication is handed back to the parent/carer when it is no longer needed.
- If the parent/carer does not come to school to collect the medication it will be destroyed using approved methods and this will be recorded in the medication register.