



St Joseph's Catholic Primary School
Administration of Medicines



April 2018

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

POLICY for Administration of Medicines

This policy will be carried out with due regard to our School Vision and Mission Statement:

Together we love- Together we hope- Together we learn

St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we encourage everyone to share a love of learning and the love of Christ.

Together, we hope to inspire each other to achieve our full potential and to embrace our future with confidence.

All schools and all early years' settings and their employers are expected to develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs. This policy is expected to provide clear guidance for staff and parents/carers on the administration of medicines. This policy statement must be considered in conjunction with other relevant policies, supporting children with medical needs and Health and Safety.

This policy has been written in conjunction with the DFE guidelines 2005 'Managing medicines in schools and early year's settings'.

Positive responses by schools and settings to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

Administering Medication

We expect parents/carers to administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers.

A Request to Administer Medication Form must be completed. This can be found on the web site under parent information/medication. Staff members are not legally required to administer medicines or to supervise a pupil when taking medicine. This is a voluntary role.

The Headteacher will determine if medication is to be administered in school, and by whom, following consultation with staff. All medicine will normally be administered during breaks

and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.

Any medicines received by the school, unless they are inhalers or Epi pens, are kept in a locked medicine cabinet in the school office.

Non-Prescription medicines

Non-prescription medicines can only be administered if parents have given written permission. They must be either in liquid sachet form, a new sealed bottle or tablet. Older children can self-medicate only with the above. School cannot administer any medicine from an already open bottle.

School will not administer aspirin.

Prescription Medicines

Prescription medicines can only be administered if parents have given written permission. Prescription medicines will only be administered by staff if they come to school in a new sealed bottle which then must be kept in school for the duration of the prescription or tablets in sealed foil. The prescription medicine should have a label with:-

- the child's name
- date of Birth
- the dosage

Inhalers and epi pens are kept in the classroom where they are needed in an accessible but secure place. We ask that all inhalers and epi pens are labelled with your child's name and have a prescription label on the pen and the inhaler medicine. Parents must complete a medical care provision/inhalers in school form which can be found on the school web site under parent information/medication for children to use inhalers

School does not have the facility to store medicines that need to be refrigerated.

Records

Any member of staff, giving medicine to a pupil, should check on each occasion;

- Name of pupil;
- Written instructions provided by the parents/carers or doctor;
- Prescribed dose;
- Expiry date.

Each time medication is given to a child, on the school premises a member of staff, will complete and sign a record sheet, kept in the administration office or class medicine book for inhalers. These sheets record the following:

- Name of pupil;
- Date and time of administration;
- Who supervised the administration;
- Name of medication;
- Dosage;
- A note of any side effects;

Pupil Information

At the start of each school year, parents/carers should give the following information about their child's long term medical needs. **THE INFORMATION MUST BE UPDATED AS AND WHEN REQUIRED AND AT LEAST ANNUALLY.**

- Details of pupil's medical needs;
- Medication including any side effects;
- Allergies;
- Name of GP/Consultants;
- Special requirements e.g. dietary needs, pre-activity precautions;
- What to do and who to contact in an emergency;
- Cultural and religious views regarding medical care.

Carrying Medicines

For safety reasons, pupils are not allowed to carry medication during normal school hours in school.

Refusing Medication

If a child refuses to take their medication, no member of staff will force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal and any action then taken by the staff member will also be recorded.

Training

Training and advice will be accessed from health professions for staff involved in the administration of medicines. Training for all staff will be accessed on a range of medical

needs, including any resultant learning needs as and when appropriate. Details of all training will be recorded.

Educational Visits

To enable, as far as possible all pupils to have access to all activities and areas of school life, a risk assessment will be undertaken to ensure the safety of all participants in educational visits. No decision about a child with medical needs attending/ not attending a school visit will be taken without prior consultation with parents/carers. Older children will be required to carry their inhalers and epi pens with them.

Residential Visits

Sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for activities e.g. swimming, we may request the assistance of the parent/carer.

Emergency Procedures: the Head teacher will ensure that all members of staff are aware of the school's planned emergency procedures in the event of medical needs.

This policy will be reviewed in April 2020

Signed Governing Body _____ Date _____

Signed Head Teacher _____ Date _____