

MST 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 ensure that children who need to take medication whilst they are in school have their needs met in a safe and sensitive manner.
3. 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. Only members of staff that have been authorised by the executive headteacher/head of schools' may supervise and administer medication. In emergency, the executive headteacher/head of schools will make appropriate alternative arrangements. In some circumstances, as determined by the executive headteacher/head of school, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must complete appendix 1 if they wish the school to supervise or administer medication.
4. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
5. Medication must be sent into school in its original container.
6. Medication will be kept safely according to the instructions on its container.
7. 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.

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 confident to supervise and administer medication.

APPENDIX 1

Request for school to administer medication

The school will not give your child medicine unless you complete and sign this form, and the Executive Headteacher/Head of Schools has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname:

Forename(s)

M/F: _____ Date of Birth: _____ Class

Condition or illness:

MEDICATION

Name/type of medication (as described on the container) _____

For how long will your child take this medication _____

Date dispensed: _____

FULL DIRECTIONS FOR USE

Dosage and method _____

Timing _____

Special precautions _____

Side effects _____

Self administration _____

Procedures to take in an emergency _____

CONTACT DETAILS

Name: _____

Daytime telephone number _____

Date _____

Signature(s) _____

Relationship to pupil
