

Document Control			
Policy Name	Medicine	Date Approved	7 th February 2018
Status	Approved by Board	Review Date	Spring 2020
Committee	Resources	Version Number	2.0

Medicine Policy English Martyrs Catholic Primary School

“Working together to provide the very best in Catholic Education”

“There is a variety of gifts but the same Spirit gives them. There are different ways of serving but the same Lord is served. There are different abilities to perform service, but the same God who gives ability to all for their particular service. The Spirit’s presence is shown in some way in each person for the good of all.” 1 Corinthians 12: 4 - 7

Introduction

All staff have a duty to take reasonable care for the health and safety of pupils in school. There is no contractual requirement for staff to administer medication or to support pupils who have medical needs. Where staff do agree to participate in these duties it is important to recognize that their participation is of a voluntary nature.

Parents are responsible for their child’s medication. The Headteacher is responsible for deciding whether the school can assist a pupil who needs medication. Children with medical needs have the same rights of admission to school as other children.

School staff will not administer medication without first receiving appropriate information and / or specialist training (e.g. Epipens).

Medication will not be accepted in school unless a medical form is completed in full by a parent or legal guardian detailing doses. All medicines must be brought to / collected from the office by the parent or guardian and be clearly labelled by the pharmacy, indicating contents, dosage, (pharmaceutical spoon to be included for liquid medicines) and child’s name in full. Antibiotics will only be accepted if they are required four times a day - three times a day can be administered from home.

Medicines from any other source, e.g. over the counter will not be administered.

- Medication given is checked by person administering and one other member of staff, recorded, dated and signed.
- Any medication incorrectly named / labelled will not be administered.
- All prescribed medication is stored safely and to manufacturer’s instructions.

Inhalers

- Inhalers are kept in the main office and are available to the children when needed.
- Inhalers are self-administered under the supervision of an adult.

Document Control			
Policy Name	Medicine	Date Approved	7 th February 2018
Status	Approved by Board	Review Date	Spring 2020
Committee	Resources	Version Number	2.0

Medication and Off-site Activities

- A named member of staff has responsibility for management of medication. All relevant information must be given to named person in writing by parent / guardian.
- Key Stage 1 children are not required to carry their own inhalers, but refer to the responsible adult if inhaler is needed.
- Key Stage 2 children carry their own inhalers for self-administration under supervision.
- Named person to accompany child / children who need medication that requires specialist training for administering.
- For residential visits, parents are asked to give written consent for the use of mild analgesics if required.

Parent / Guardian Role

- Administering medicines out of school hours whenever possible.
- Offering to administer medication during the school day themselves.
- Ensuring that medicines are 'in date' and collecting medication no longer required.
- Ensuring that current and accurate medical information is passed to the office.

Equality of Opportunity

In light of the 2010 Equality Act, this policy has been written with due consideration to its potential impact (both positive and negative) on the many diverse groups of adults and children within the school. The school has ensured that to the best of its knowledge, the statements and procedures set out in this policy do not discriminate unjustly against any such groups or individuals.

Approved by governing body on 7th February 2018

Signed by:  Chair of Governors

Review: Every 2 years