

**St Mary's Catholic
Primary School &
Nursery**



**Medication Policy
March 2018**

Administration of Medicines Policy

1. AIMS OF THIS POLICY STATEMENT

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.
- ♦ To ensure a duty of care to our pupils

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after.

In the case of vomiting/diarrhoea children should remain at home until 48 hours after the last bout of vomiting/diarrhoea.

The school is committed to ensuring that children may return to school as soon as possible after an illness/injury, (subject to the health and safety of the school community) and that children with specific health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

Children who are unwell should not be sent to school, however, pupils may need to attend school while taking prescribed medicines either because they are:

- Suffering from a chronic illness or allergy
- Recovering from short term illness and completing a course of treatment using prescribed medicines

We want to avoid the unnecessary bringing of medicines into school for safety reasons, so if possible ask the doctor for medication that does not need to be taken at lunchtime. If this is not possible then the following guidelines must be adhered to:

2. PRESCRIPTION MEDICINES

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);

Procedures

- All medicines should be taken directly to the secure storage box in the staffroom fridge by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name and class number;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the staff member in the Medication Record Book in the Staffroom;
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer. Parents must come to the school office to sign a consent form
- ♦It is to be noted that medicines that need to be taken three times a day can be administered at home. Medicines requiring 4 doses will be administered in school if the relevant paperwork /parental permission is completed.

3. NON-PRESCRIPTION MEDICINES

♦ It is our policy not to administer non prescribed medicines; however, if parents /carers wish their child to receive such medication, we encourage parent/carer to attend school personally to administer the medication to their own child.

4. ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- Staff at St Mary's do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration.
- Medicines are stored where required in the Staffroom fridge and/or securely in the office with access only for staff;
- Asthma inhalers are kept in pupils own class .
- ♦ Epipens are kept securely in the School Office;
- Staff must complete the Medication Record Book in the Staffroom each time medicine is administered within school time;
- Relevant staff will be trained on how to administer Epi pens.

5. PARENTS' RESPONSIBILITY

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the Medication Permission Record form kept in the office before a medicine can be administered by staff;
- Primary school children may be able to manage their own medication, under adult, supervision but again, only with parental agreement given through the appropriate paperwork as above;

- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epipens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.
- ♦ Care plans must be in place for long term medical needs such as asthma, eczema, epilepsy, diabetes, allergies etc.

6. MANAGING MEDICINES ON SCHOOL TRIPS

On school visits the teacher is responsible for talking the class medical bag e.g. asthma pump, Epipen, enzymes, eczema cream with them. They may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure. Risk assessments will be completed prior to all visits.

Signed:

**Mrs B Corbett
Executive Headteacher**

Date: March 2018

Signed:

**Mrs A Geoghegan
Chair of ARC**

Date: March 2018

Health Care Plan

Name of School/Setting _____

Child's name _____

Group/Class/Form _____

Date of Birth _____

Child's Address _____

Medical Diagnosis or Condition _____

Date _____

Review date _____

CONTACT INFORMATION

Family contact 1

Family contact 2

Name		Name	
Phone No. (work)		Phone No. (work)	
(home)		(home)	
(mobile)		(mobile)	

Clinic/Hospital contact

GP

Name _____ Name _____

Phone No. _____ Phone No. _____

Describe medical needs and give details of child's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different for off-site activities)
