

HOLY CROSS CATHOLIC PRIMARY SCHOOL

'We Care, We Share, We Value...'

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Policy for Medicines in school

GB x 3 Years

July 2018

Review date July 2021

'WE CARE, WE SHARE, WE VALUE'

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OVERVIEW

Where children have been **prescribed** medications by a doctor or other appropriately qualified health care professionals and are fit and well to attend school, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need **prescribed** medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication while 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.

STRATEGIES

1. Only medication **prescribed** by a doctor, or authorised health care worker, will be administered in school.
2. In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must send written requests, in advance, to the Head teacher when they wish the school to supervise or administer medication. This must be discussed between the parent and the Head teacher/ other senior member of staff before the school agrees to administer the medication.
4. Parents must agree the procedures proposed by the school.
5. Medication must be sent into school in its original container, with the instructions as prescribed.
6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the Headteacher will decide how it is to be stored.
7. Two members of staff will always be present when medicines are administered.
8. A record of medicines administered must always be completed and signed by both members of staff present.

Residential and trips

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.

Self administration

Where children have an ongoing medical need for which they usually self administer, parents must inform the school. (e.g. asthma inhaler).

Where necessary, the school will meet with parents to draw up a medical plan. This will be reviewed as appropriate.

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OUTCOMES

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication.

Revised and adopted by the Governing Body