

Holy Family RC Primary School



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.
4. To ensure that administration of medicine is communicated to parents.

STRATEGY

1. Only medication prescribed by a doctor or authorised health care worker, will be administered in school should it be needed more than 3 times a day. It is expected that medication needed 3 times a day will be administered by the parent outside the school day.
2. Only members of staff that have been trained and authorised by the headteacher may supervise and administer medication. In emergency, the headteacher will make appropriate alternative arrangements. 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 visit the school to discuss what is being requested and to agree the procedures proposed by the school.
4. Parents must complete the medicine form at the school office when they wish the school to supervise or administer medication. It is the parents' responsibility to collect the medicine at the end of the school day.
5. Medication must be sent into school in its original container.
6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the medicine will be stored in the Front Meeting room (fob entry only).
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.
8. Should a child need regular medication during the school day a health care plan will be set up with the support of the School Health Advisor and in agreement with the child's parent.
9. Medicine will be administered in the school office. The administration will be witnessed by another member of staff. The name on the medicine will be checked and the amount given. The medicine will be administered, recorded appropriately.

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 trained and confident to supervise and administer medication.

Agreed: September 2020

To be reviewed: September 2021

Record of document review and amendments

Medication policy - schools			
Version	Date	Amended By	Comments
1	01/09/19	Alison Booth	
2	28/08/20	Alison Booth	Changed parents must visit the school to discuss the request. Changed written request to: Parents must complete the medicine form at the school office when they wish the school to supervise or administer medication. Added: It is the parents' responsibility to collect the medicine at the end of the school day.
3			
4			
5			
6			
7			
8			
9			
10			