

Managing Medication in School Policy



We are children of God: we achieve, believe and care.

Ratified on: 21/10/2020

Chair: C Casey

Headteacher: Judith Black

To be Reviewed: 2022

St Joseph's is a happy and caring Catholic school where everyone aspires to reach their true potential with Christ at the heart of all we do.

St Joseph's Catholic Primary School endeavours to ensure that all its pupils achieve success in their academic work, in their relationships and in their day to day experiences at school. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their medicines, nevertheless we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to school as other children and cannot be excluded from school on medical grounds alone.

Teachers and support staff are in loco parentis and may need to take swift action in an emergency, both in school and off site, for example during school trips.

The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with the relevant information.

AIMS:

Our school aims to:

- Assist parents in providing medical care for their children
- Educate staff and pupils in respect of special medical needs
- Adopt and implement any national or LA policies in relation to medication in schools
- Arrange training for staff who volunteer to support individual pupils with special medical needs
- Liaise as necessary with medical services in support of the pupil
- Ensure that pupils with special medical needs are enabled to access the full life of the school where possible
- Maintain appropriate records

Entitlement:

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to achieve full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs in relation to:

- Choosing whether or not to become involved
- Receiving appropriate training
- Work to clear guidelines
- Have concerns about legal liability
- Bring any concerns they have about supporting pupils with medical needs to the management.

Procedure:

Medication will only be administered in school if it has been prescribed by a doctor and is in a container clearly labelled with the child's name and the dosage/frequency required. The name of the pharmacist should be visible. The school will administer medicine which has been prescribed to be taken 4 or more times a day. We consider that any less frequent than this can be administered at home outside of school hours.

The school will liaise with the School Health Service for advice and information about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupils.

Practice:

When a parent requests that we administer medication in school we will:

- Arrange for a member of staff with responsibility for medicines to discuss the needs with the parent and complete the relevant consent forms/care plans
- Ensure that the medication is kept in a secure place during the school day, that it is only accessed by the identified person, and that each time the medication is administered the school's medication record is updated
- Ensure that any left-over medication is handed back to the parent/carer when it is no longer needed.
- Ensure that parent/carers are informed when any medication is nearing its 'use by' date to allow time for replacement medication to be brought into school.
- If the parent/carer does not come to school to collect the medication it will be destroyed using approved methods and this will be recorded in the medication register.

Appendices

Letter inviting parents to annual review of medication in school:

12 April 2021

Dear Parent/Carer

RE: Medication in School

I would be obliged if you could telephone school as soon as possible to arrange an appointment to come into school at a convenient time during the period 1st September to 4th September to review and renew your child's care plan with <Name of staff member>/

Please bring to the meeting your completed care plan, all prescription labelled medication your child will require in school (in its original packaging please) and any documentation from hospital/doctor which will ensure the correct care for your child.

Please note that your child's current medication will be given to your child to bring home with them on the last day of term.

Yours sincerely

Mrs J Black
Headteacher

Medical Information Form, including any medications to be administered in school:

Medical Information

Name of Child:	Date of Birth:	Class:
Address:		
Name of Parent/Carer:	Telephone Number:	
Name of Doctor:	Telephone Number:	

Does your child have a medical condition which the school needs to be aware of?	Yes	No
If yes, what is it?		

Does your child require the administration of any medication at school?	Yes	No
If yes, please state what and when required below:		
Name of Medication	Time(s) to be given	
Name of Medication	Time(s) to be given	
Name of Medication	Time(s) to be given	
Does your child need assistance with this?	Yes	No
If yes, what help is required?		
Are there any side effects of this medication that the school should be aware of?	Yes	No

Does your child have any known allergies?	Yes	No
If yes, please give details:		

This form should be reviewed at least once a year and updated if there are any changes to their treatment. Medicines should be clearly labelled with your child's name and are kept in agreement with our Medical Conditions Policy.

