



St. Mary's R.C. Primary School

'We Share, We Value, We Respect'

MEDICINES POLICY

OVERVIEW

Where pupils with medical and special needs 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 if it has to be prescribed more regularly than three times per day. Our policy is to ensure that these children have their special need met to give them fullest access to the life and work of the school. Our policy is not to administer medications to other pupils as they can be administered three times per day outside of school hours. This policy sets out how the school will establish safe procedures for any medications to be kept and administered.

OBJECTIVES

1. To keep medication safe in school.
2. To ensure that pupils 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.

STRATEGIES

1. Only medication prescribed by a doctor or authorised health care worker, will be administered in school.
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 send written requests to the headteacher when they wish the school to supervise or administer medication.
4. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
5. Parents must complete and sign the school's Administering Medication form.
6. Medication must be sent into school in its original container with the official details label clearly visible.

St. Mary's R.C. Primary School

'We Share, We Value, We Respect'

7. 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.
8. 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 their child on such visits and outings.

OUTCOMES

The school will do all that it can to ensure that pupils 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.

Reviewed - September 2014

Next review -September 2020 or sooner subject to legislation.

St. Mary's R.C. Primary School

'We Share, We Value, We Respect'

"On our journey of faith, with Jesus as our guide, we share friendship, value learning and show respect for ourselves and others, as we live, learn, play, work and pray together in our community."