

St Joseph's Catholic Primary School Administering Medicines Policy

Mission Statement

St Joseph's Catholic Primary School is a welcoming Christ centred community where God's love is present in all that we think say and do.

Our school is a safe, happy place where every child is cherished, respected and valued. We inspire and guide each other to be the best we can be.

Through Christ's love, we embrace our sense of community, our faith, our children, our families and our opportunities to learn.

"Aspire not to have more, but to be more"

Blessed Archbishop Oscar Romero

MEDICAL NEEDS

St Joseph's is an inclusive school and will support the needs of children with **long-term conditions** and **special medical needs**. Staff are trained to deal with those specific needs; trained staff follow procedures regarding the care and associated medication required by the child. If a child is in this category and has been prescribed regular medication please consult the Headteacher so that appropriate arrangements can be made prior to them starting at the school, or when a pupil develops a condition.

ADMINISTERING MEDICINES

The School staff is not legally, or contractually, required to give medicines to children but to note medical conditions and we do discourage medicines in school. Wherever possible please arrange for your child to receive their medicine outside school hours.

Unprescribed medicine

No unprescribed medicine will be administered by the school staff.

Prescribed medicines

We recognise that there may be times when a prescribed medicine has to be administered in school and the Headteacher should be notified, in writing, on the appropriate form, which can be obtained from the school office or downloaded from the website.

For medication prescribed by a doctor or dentist, which only require a **3 times per day** administration, we would expect these doses to be given out of school time.

For medication prescribed by a doctor or dentist, which needs a **4 times per day** administration the school may administer, on receipt of the appropriate form and parental consent.

If your child is self administering medication please ensure that the school has a letter indicating the child's needs with details of time and frequency of administration so that reminders may be given. We will, wherever possible, observe the child administering their own dose of the prescribed medicine rather than us administering to them. This obviously depends on the age of the child and nature of the medicine.

Children with asthma may keep their medicines in school following the completion of the appropriate form from the school office.

The parent must supply the medication in the original container as dispensed by the pharmacist and clearly labelled with:

- the child's name
- the name of the medicine
- the method, dosage and timing of administration
- the date of issue and the expiry date of the course of treatment

The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump rather than its original container.

Controlled Drugs

School staff may administer a controlled drug to the child for whom it has been prescribed. These will be stored securely and only named staff, (Mrs Gili-Ross, Mrs Garmston and Mrs Gilfoyle) will have access.

1. School will keep a record of all medicines administered to individual children stating what, how and how much was administered, when and by whom.
2. Details of any side effects of the medication to be administered at school should be given.
3. It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.
4. Medicines are kept in a safe and secure place, separate from the first aid box.
5. A record is kept of when a **prescribed** medicine is administered in school.
6. Bronchodilators and medications needed in an emergency will be readily accessible.
7. A designated member of staff (Mrs Gilfoyle and in her absence, Mrs Gili-Ross and Mrs Garmston) will be made responsible for administering medication.

Signed : *C A Gili-Ross*

Signed: *Ged Lawrenson* (Chair of Governors)