

ST AMBROSE BARLOW CATHOLIC PRIMARY SCHOOL



Administration of Medicine Policy

Revised and/or adopted by the Governing Body March 2020

Delia Fletcher
Chair of Governors

Administration of Medicine Policy

St Ambrose Barlow Catholic Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

Where pupils 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.

From time to time parents request school to administer or supervise the self medication of non-prescribed medicine.

Parents are sometimes unable to come into school to administer required medication.

There is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Many staff members are however happy to take on the voluntary role of administering medication. For medication where no specific training is necessary any member of staff may administer prescribed and non-prescribed medication to pupils with the authorisation of the headteacher and the written consent of the parents.

School policy is to ensure that

- staff understand that they have a duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty to act like any reasonably prudent parent. This may include administering medicine.
- staff are aware of the most common serious medical conditions at this school and receive training to know what to do in an emergency situation.
- pupils who need 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.
- children who take medication while they are in school have their needs met in a safe and sensitive manner
- safe provision is made for the supervision and administration of medication in school time.
- medication is stored safely in school.

In School

- Other than in an emergency situation only members of staff who have been trained (where appropriate), and authorised by the headteacher, or in his absence the deputy headteacher, may supervise and administer medication.
- All pupils with medical conditions have easy access to their emergency medication.
- Where appropriate pupils are encouraged to take control of their condition and carry and administer their own emergency medication.
- Pupils who do not carry and administer their own emergency medication know where it is stored and how to access it and understand the arrangements for a member of staff to assist them in taking their medication safely.
- Medicine will only be accepted in school if it has been prescribed by a medical practitioner.
- Medicines which need to be administered more than 3 times per day and prescribed by a medical practitioner will require a signed consent form completing containing authorisation and instructions to staff.
- Medicines prescribed three times per day or less can be taken before school, after school and at night.
- Medication will be kept safely according to the instructions on its container.
- Healthcare plans may be completed for pupils with complex medical needs to record important details about the pupil's medical needs at school. The parent will be asked to complete the plan with the help of the pupil's healthcare professional.
- When staff have administered medicine or supervised self medication this will be recorded on a central record held in the school office, or in the record kept with the child's inhaler if the child has asthma.
- If a pupil refuses their medication this will be recorded by staff and the parents notified.

Parents

- must send written requests to the headteacher when they wish the school to administer medication or supervise self medication.

- must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
- must send medication into school in its original container with instructions.

General

In some circumstances, as determined by the headteacher, a pupil's parent or qualified specialist nursing staff may be asked to visit school to administer the medication.

When pupils needing medication are on educational visits away from school, the school will do its best to ensure that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the pupil's parent will be requested to accompany them on such visits.

All medication held in school will be checked termly for expiry dates by the Administration staff.