



Love, Respect, Courage, Compassion, Friendship, Trust

Head Teacher:
Mrs C. McManus

Medicines (administering) POLICY

Agreed: 26 September 2016

Reviewed: September 2019



We work, we play, we inspire, we pray

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine was not administered during the school day. We can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. We cannot accept medicines that have been taken out of the container as originally dispensed by a pharmacist and must include the prescriber's instructions for administration. It is helpful, where clinically appropriate, if you ask that medicines are prescribed in dose frequencies which enable them to be taken outside of school hours. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. This policy should be read in conjunction with the Intimate Care Policy, Medical Care Policy, Educational Visits Policy and Supporting Pupils with Medical Conditions policy

OBJECTIVES

- To keep medication safe in school.
- To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
- To make safe provisions for the supervision and administration of medication in school time.

STRATEGIES

- Only medication prescribed by a doctor, or authorised health care worker, will be administered in school.
- Only members of staff that have been trained or authorised by the Head Teacher may supervise and administer medication. In emergency, the Head Teacher will make appropriate alternative arrangements. In some circumstances, as determined by the Head Teacher, a child's parents or qualified, specialist nursing staff may be asked to visit school to administer the medication.
- Parents must sign a disclaimer when they wish the school to supervise or administer medication.
- Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
- Medication must be sent into school in its original container.
- Medication will be kept safely according to the instructions on its container.
- Where medication needs to be kept in a refrigerator the Head Teacher will decide how it is to be stored.
- When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible within 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 them on such visits and outings.

OUTCOMES

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. 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.