

**St Laurence’s Catholic Primary School**

**Policy Statement**

**for**

**Administering Medicines**

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| This policy was reviewed:  | June 2020 |
| By name: | Mr John Holmes  |
| Position: | Chair of Governors |
| Signature: | J. Holmes |

**Our Mission Statement**

We aim to celebrate our partnership with the families we serve and the community we live in.

We aim to provide an education that enables each child to reach their full potential.

Our aim is the creation of an atmosphere where all are valued, gifts and talents are celebrated and the gospel values of love, respect and justice are at the heart of all we do.

**Our Vision**

Everyone feels a sense of belonging,

Has the opportunity to shine,

To enjoy their teaching and learning

But most of all – to dream big!

**St Laurence’s Catholic Primary School**

ADMINISTRATION OF MEDICINES POLICY

**OVERVIEW**

Although regular school attendance is expected, if a child is ill they should remain at home until well enough to cope with the demands of the learning environment. Children who have an infectious childhood illness may return to school after the period in which they may pass the infection to other children and staff has elapsed. Where learners 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. Our policy is to ensure that children who need medication during school hours have their needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures. To ensure the well-being of the children, staff who administer medication are suitably qualified. Our qualified and authorised staff are:

Miss A Holman

Mrs L O’Connell

**OBJECTIVES**

1. To provide an appropriate, safe policy in relation to the administration of medicine in school following national and local educational guidelines.
2. To identify clearly the responsibilities of the school and parents/carers in respect of a child’s medical need.
3. To keep medication safe in school.
4. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
5. To make safe provisions for the supervision and administration of medication in school time.
6. To ensure that all staff know they must be adequately trained before undertaking this role.

**STRATEGIES**

1. Only medication prescribed by a doctor, or authorised health care worker, will be administered in school. Only medication prescribed for 4 times a day can be administered in school by staff.
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 complete a medical form as identified in Knowsley’s Medical conditions in school guidance. St Laurence’s version is: Parental Consent for administration of medication form (Appendix One). This needs to be given to the Office who will then liaise with the Headteacher. This form will be completed with the parent, if possible and then kept in the child’s records in the school office, once shared with the Headteacher. If medication is to cease the parent needs to put this in writing to the Headteacher.
4. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
5. Medication must be sent into school in its original container with the pharmacist’s original label and clearly stating directions for use.
6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator this will be stored in the fridge within the office. All other medication is stored in the school office.
7. It is the parents/carers responsibility to ensure there is sufficient, in date medication in school.
8. Two members of staff must be present when medication is administered and a record kept in a log including the date and time. This is for specific conditions only. Any reason why the medication is not given must also be recorded e.g. refusal etc.
9. When pupils needing medication are on visits away from school, the school will complete a relevant risk assessment including pupils with medical needs to 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 them on such visits and outings.
10. A list of qualified first aiders is displayed around the school.
11. In emergency situations, health professionals will be responsible for any medical decisions in the absence of a parent/carer. A member of staff (under the discretion of the headteacher) may accompany the child to hospital until the parent/carer arrives. Contact details must be taken with the child and given to emergency staff.
12. Catering staff will be informed regarding food allergies or anaphylaxis. A photograph and associated dietary requirements are displayed in the school kitchen.
13. The school has an up to date medical record of pupils including those who have asthma. This medical record is updated annually alongside the allocated school nurse.
14. When pupils with specific needs e.g. epilepsy, diabetes are identified, training and support will be sought from health professionals.

**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.

**COVID 19: new addition to policy due to COVID pandemic**

During the pandemic of COVID 19 St Laurence’s will continue to administer any medication to children, using as best as possible their normal procedures. Where needed gloves, mask and apron will be provided for this.

If a child or member of staff shows any symptoms/illness which are related to COVID 19, they will be asked to stay home and shield, with their family, for 14 days, unless government guidelines state otherwise and a negative test result is given.

Children will not be treated in school in order to protect other children and staff.

**APPENDIX ONE new addition to policy (whole section)**

**Parental consent for administration of medication**

This form must be completed in full and signed. The completion of this form does not act as a guarantee that the school will administer medication and the school may refuse to administer medication at any time. Any medication to be administered must have been administered previously by the parent to minimise the risk of adverse or allergic reaction to any new medication. All medication must be stored its original container and be clearly labelled with the child’s name.

|  |  |
| --- | --- |
| Name of Child: |  |
| Date of Birth: |  |
| Class:  |  |
| Medical Condition / Illness: |  |
| Name of Medicine: (as described on container): |  |
| Is the medicine prescribed?  | Yes / No |
| Is the medicine to be self-administered?  | Yes / No |
| Will the student keep the medicine with them?  | Yes / No  |
| Dosage and method:  |  |
| Timing(s): |  |
| Duration of course: |  |
| Special Precautions: |  |
| Are the any side effects that you know of? |  |
| Procedures to take in an emergency: |  |
| EMERGENCY CONTACT Name: |  |
| Telephone Number: |  |
| Relationship to Child: |  |
| SIGNATURE: |  |
| PRINT NAME: |  |
| DATE: |  |

FOR OFFICE USE ONLY:

|  |  |  |  |
| --- | --- | --- | --- |
| Storage location: | Medicine Cupboard | Fridge | With student |

**Record of Administered Medication new addition**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **NAME OF MEDICATION** | **DATE GIVEN** | **REACTION?**  | **ADMINISTERED BY** |
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**REVIEW OF POLICY**

The effectiveness of this policy will be reviewed annually by the Senior Leadership Team and every three years by the Governing Body. If changes are made to the policy, the Governing Body will ratify amendments.

This policy was reviewed:

**Any dramatic change in the position relating to Covid-19 will require this policy to be reviewed and, if appropriate, revised for re-approval from the governing body.**

**This policy was reviewed in June 2020 in light of COVID 19**

Signed: J. Holmes

Designation: Chair of Governors

Date: 15.6.20