



St. Columba's Catholic Primary School

Medicines Policy



OVERVIEW

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 special 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.

OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication while 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. Medication that can be self administered to treat symptoms of asthma will be easily accessible to the children that require it. It is the child's parent or carer who has responsibility to ensure that the medication is up to date and contains sufficient dosage for their child's needs.
3. If a child needs to be given other prescribed medication during school hours, arrangements will be made with the child's carer or parent.
4. 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.
5. Parents must send written requests to the headteacher when they wish the school to supervise or administer medication.
6. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
7. Medication must be sent into school in its original container.
8. 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.

9. 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 them on such visits and outings.

10. In certain circumstances, medical professionals will be invited to outline what steps to take to ensure that a child's medical needs are being met.

11. The school will liaise closely with the LA nursing team to assist in ensuring that children's medical needs are being met.

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.

Policy agreed by Governors on	May 2015
Signature of Chair of Governors	<i>Mrs J Sims</i>
Signature of Head Teacher	<i>Miss M Evans</i>
Date to be reviewed	May 2016