



ST.THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

The Administration of Medicines in School Policy

Mission Statement

We are a Roman Catholic Community committed to:

- Mutual respect, positive encouragement and participation.
- Recognising the different personal and educational needs of all pupils.
- The delivery of the full national curriculum together with a religious education syllabus approved by the Catholic Church.
- The highest standards of teaching, learning and performance.
- Maintaining a supportive partnership with parents, the parish, and the wider community.
- The professional development of all staff.

On 1st September 2014 a new duty came into force for Governing Bodies to make arrangements to support pupils at school with medical conditions. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported so that they can play an active role in life, remain healthy and achieve their academic potential.

All members of the teaching and non-teaching staff are aware of the School's policy and procedures regarding the administration of medicines.

It has been explained to all staff that under the School Teachers' Terms and Conditions of Employment that they are under no contractual obligation to administer medicines, and any agreement to do so can, therefore, only be a voluntary act. It is possible, however, for contractual obligations to be included in the Job Descriptions of newly appointed non-teaching staff.

However, it needs to be made clear that any volunteer should seek advice from their professional association or union regarding this matter.

The School supports the view that pupils requiring medical attention should receive, through appropriate levels of resourcing. The following procedures are not thought to be acceptable: -

1. Where some technical or medical knowledge or expertise is required.
2. Where intimate contact is required.

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Where any aspect of administration is crucial to the welfare of the child, e.g. in a life threatening situation, staff will always be at hand to take appropriate action.

It is accepted that **PARENTS** are responsible for the administration of medicines to their children. However, in certain circumstances, such as when it would be detrimental to a child's health or school attendance not to do so, school staff may volunteer to administer medicines under strict conditions, which are listed below: -

1. Written details must be obtained from the G.P. or Pharmacist giving: -
 - a) The name of the child
 - b) The name, dose and timing of the medicine.
 - c) Emergency contact number of the parent.
2. Written advice must also be provided on the storage of medicine, including pharmaceutical requirements (e.g. refrigeration if necessary and when possible).
3. The smallest practical dose should be brought to school in an officially and clearly labelled container – not one made up and labelled by the parent.
4. Administration of medicine will be recorded by the member of staff administering it and a witness will also record their signature.
5. A care plan is put in place for pupils with medical needs.
6. Adrenaline pens are kept securely in school office with the pupils name and photograph. Staff are trained in the administration of adrenaline pens. Training takes place every year.
7. All medicines should be sent home for disposal.

Self Medication

It is good practice for children with asthma to be responsible for their own medication. Inhalers will be kept in the class's medical box and always easily accessible. Parents are responsible to ensure that inhalers are in date. They will be sent home at the end of the academic year.

EHCPs

The Headteacher and SENCo must ensure that pupils with EHCPs have their medical needs supported at school as far as possible. These plans should be reviewed annually.

Illness

Medicines will not be administered to children who fall ill during the day.

All parents are informed that when pupils become unwell at school they should be collected as soon as possible. To this end it is vital to have up to date emergency telephone numbers for those parents who are at work, and/or numbers of relatives or

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friends. Should an incident arise which requires parental involvement, staff may, in the absence of an emergency contact, act in “loco parentis”.

Circumstances Requiring an Ambulance

Staff are advised not to take a pupil to hospital, nor to ask non-teaching staff to do so. When a pupil becomes seriously unwell or sustains an injury, if parents are unable to take the child to hospital, an ambulance should be called and parents/relatives informed immediately. The Head will arrange for an escort to accompany the child in the ambulance and remain with him/her until parents arrive.

Date of policy: January 2018

Date of review: January 2020

ORIGINAL