

Managing Medicines at St Joseph's RC Primary School

The information provided in this policy is taken from government guidance published in 2005 'Managing Medicines in Schools and Early Years settings'. A copy of this document can be accessed at:

<http://www.education.gov.uk/b0013771/managing-medicines-in-schools>

Please note that the term medicine may refer to prescribed medicines, inhalers, lotions or epipens.

There is no legal duty that requires school staff to administer medicines.

Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this minimises the time that they need to be absent from school. However, such medicines should only be brought to school where it would be detrimental to a child's health if it were not administered during the school day.

Prescribed Medicines

Medicines should only be brought to school when essential. St Joseph's RC Primary School will only accept medicine that has been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

St Joseph's RC Primary School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parental instructions.

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.

Non-Prescribed Medicines

Except in exceptional circumstances staff will NEVER give a non-prescribed medicine to a child. If a parent requests school staff to administer non prescribed medicine, the Headteacher must authorise the request. The medicine will only be given if that medicine has been administered to the child in the past without adverse effect to the child. Parents must certify this is the case on the forms available from school.

Essential Medication

Emergency medicines such as asthma inhalers, epipens and insulin should be readily available to children. These are the only medicines which we will allow children to self administer and carry on their person. However, it is the responsibility of the parent to ensure that the child is aware of how to correctly administer the drugs.

All medication with the exception of essential medication must be handed in to our school office for safe keeping. Medicine which needs refrigerating will be stored in the staffroom. Every effort will be made by staff to ensure medicine is administered at the time requested however, **should a dose be missed there is no liability on the part of school staff**. It is the parents' duty to ensure that medication is collected at the end of the school day. School will dispose of any medication left in school at the end of each school term, with the exception of inhalers and epipens.

If parents / carers require school staff to administer medication to their child it is the responsibility of the parent / carer to complete the relevant form available from the school office. The form must be filled in completely and accurately as school staff will not administer medicine unless the details on the form are accurate.

For children who suffer from ailments which result in medication being administered in school long term then the child's needs must be discussed with the Head Teacher and a Healthcare Plan drawn up.

For children who need to carry their medication with them (e.g. inhalers and epipens) a form must be completed by the parent / carer at least each academic year and the medicine must be clearly labelled with the child's name. It is the responsibility of the parent / carer to inform school staff of any changes to medication and to ensure that the medication held in school is within its use by date.

If a child is found to be carrying any medication or lotion for which there is no paperwork completed or which does not have their name on it then school staff will confiscate it immediately. The medicine will only be returned to a parent / carer in person.

Please note that school staff can at any time refuse to administer medication to any child.

For conditions such as epilepsy, diabetes or other long term illnesses that may require use of drugs long term in school or for administering controlled drugs then arrangements will differ from those set out above and will be discussed on an individual basis with the parent / carer on request.

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