



ST THOMAS CATHOLIC ACADEMIES TRUST

St Vincent's Catholic Primary School

Managing Medication Procedure & Policy

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1. Introduction

We encourage parents/carers to provide each school with sufficient information about their child's medical condition and any treatment or special care needed at school, on admission, and keep us informed of any new or changing needs.

If there are any special religious and/or cultural beliefs which may affect any medical care that the pupil needs, particularly in the event of an emergency, we rely on parents/carers to inform us and confirm this in writing. Such information will be kept with the pupil's personal record.

This Procedure provides information on our procedures for the storage and administration of medicines to pupils and the procedures for pupils who are able to administer their own medication.

This Procedure is made available to all staff, and to all parents on request

2. Aims and Objectives

Most pupils will, at some time in their school career, have a medical condition which may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. We aim to maintain close co-operation with pupils, parents and health professionals to provide a supportive environment for any pupils with medical needs. We aim to address the following issues:

Short term medical needs	Record keeping
Long term medical needs	Refusing medication
Informed consent	Self-management
Administering medication	Staff training
Non-prescription medication	Emergency procedures
Managing Healthcare plans	Confidentiality

3. Management of medication within the school

At the beginning of each academic year and at any other transition point, all medical conditions are shared with staff and a list of these children and their conditions is kept in the class medical file. Parents/carers are encouraged to provide the school with full information about their child's health needs. If a member of staff notices deterioration in health of any pupil over time they will let the parents/carers know.

Short term medical/health needs

We recognise that many children will need to take medication at school at some time in their school life e.g.: antibiotics. By allowing them to do this at school lost school time is minimised. However, medication should only be taken at school when absolutely necessary.

Short term prescription medication may be administered in school if it is required to be taken four times a day. Medication prescribed to be taken three times a day can be taken at home. Only medication prescribed by a GP, Hospital or Pharmacy and clearly labelled with the child's name, address and required dosage can be administered in school. Medication can be administered only if the parent/carer completes the 'Parental Agreement to Administer Medicine' form on the day the request is made (see First Aid Declaration). Parents/Carers need to give in a completed, signed form to reception with the medication (See below).

The designated members of staff responsible for medicine are responsible for informing class teachers that a child has medication and the correct time it needs to be given. It is the Class Teacher's responsibility to ensure the child goes for their medication at the correct time / It is the student's responsibility to go to for their medication at the correct time. If a child refuses to take a medicine, staff should not force them to do so. Instead should note this in records and inform parents/carers or follow agreed procedures or the Care Plan.

Other than Hay Fever medication (eye drops) (with parental permission), Non-prescription medication or creams and lotions cannot be administered in School.

Long term medical/health needs

First Aiders and appropriately trained staff will work with parents and teaching staff to create Individual Health Care Plan (IHCP) for pupils with long term needs thus maintaining adequate support to maintain attainment and attendance. Staff, including supply teachers should be made aware of their condition.

Informed Consent

Staff within the Trust are unable to give medication to pupils under the age of 16 without the consent of parents/carers. Parents/carers will be asked to complete a consent form/parental agreement for setting to administer medicine, giving details of any medication, dosage and emergency contact details. This consent form will be kept in the class medical file in the child's individual record. A copy of the consent form will be kept in the child's individual record located in the SENCO room. Renewed written instructions will be requested in the event of any changes to the original arrangements.

4. Administering Medication

Any members of staff who administer medication will follow the agreed procedure:

1. Confirm the pupils name and the name on the medication	5. Administer the medication
2. Check the written instructions provided by the parent/carer/doctor	6. Record the date and time on Smartlog
3. Check the prescribed dose	7. If there are any doubts about any of the details, staff will double check with parents/carers or the child's doctor before giving the medication.
4. Check the expiry date on the medication	

Individual records will be located in the class medical file. Any time medicine is administered the member of staff must record it on Smartlog. If a pupil refuses to take their medication no member of staff will enforce the dose. We will however inform parents/carers of the situation as soon as possible

Unless it is an emergency, medication will be administered where privacy and confidentiality can be maintained, where possible.

Older children may take their own medicine under the supervision of an adult; this also needs to be recorded and the adult must still submit a log on Smartlog.

Sharps boxes should always be used for the disposal of needles and other sharps.

Storing Medication

Early Years and Primary Schools:

Medicine will be kept in the class medical box within a designated medicine box, and in a fridge depending on whether it needs to be kept refrigerated or not. All staff and pupils who need their medication know where the medication will be stored and who will administer their medication to enable easy access.

A member of staff will remove medication when complete or out of date. The Headteacher is ultimately responsible for ensuring that medicines are stored safely.

Secondary Schools:

Medicine will be kept in the First Aid room within a designated medicine box and in a fridge depending on whether it needs to be kept refrigerated or not. All staff and pupils who need their medication know where the medication will be stored and who will administer their medication to enable easy access. Inhalers and other medications may well be in the pupil's possession depending on their age and ability to manage their own condition. If this is the case, the First Aiders will still be aware of their condition and have the ability to assist if necessary. Pupils will always know where their medicine is stored.

Schools will not dispose of any medication but will ask parents/carers to collect and dispose of any medication left at school.

Self- Management

We believe that it is good practice to allow pupils who are capable of managing their own medication to do so. A record of self-administered medication will be recorded on the child's individual record sheet. Pupils with diabetes/certain allergic reaction leave their medication in the classroom medical box or on their person depending on age. Parents/ carers will be asked to review the information on this record at the start of each school year.

5. Staff Development

Trust Schools will keep a record of training related to healthcare and administering medicines including dates and the focus of the training

Emergency procedures

All staff are aware how to call the emergency services. Staff are also aware who is responsible for carrying out emergency procedures in the event of a need. Any pupil taken to hospital by ambulance will be accompanied by a member of staff who will remain with the pupil until a parent arrives

Specific training

All staff who are required to deal with specific issues or specific health needs will receive appropriate training from health professionals. We will respect any concerns of individual staff regarding administering medication but hope that appropriate training and support will enable staff to feel confident to fulfil this caring role.

6. Healthcare Plans

All pupils who have particular ongoing health needs have an individual healthcare plan. The purpose of this is to identify the level of support that a pupil requires in school. It is a written agreement that clarifies for staff, parents and pupils the help that school can provide and

receive. Each pupil's healthcare plan has a regular review date with parents, pupil, member of staff and school nurse, if appropriate.

School trips

Pupils will be encouraged to participate in these activities if it is deemed safe to do so.

Sporting activities

The PE curriculum and provision of sporting activities is flexible enough for all pupils to take part in ways which are appropriate to their abilities. Any restrictions on a particular pupil's ability to participate in PE will be clearly identified and incorporated into the pupil's individual healthcare plan.

7. Confidentiality

Medical and health information will be treated confidentially however we will ensure that important information about particular health needs will be clearly communicated to all teaching, support staff and key First Aid staff.

8. Procedure review

This Procedure should be reviewed at least annually or where there are any changes in Law or improvements should be made following a significant event.



St Vincent's Catholic Primary School Parental Agreement to Administer Medicine

The school will not give your child medicine unless you have completed and signed this form.

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine (<i>as described on the container</i>)	
Expiry date	
Dosage and method	
Timing	
Duration of medicine	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – Yes or No	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
I understand that I must deliver the medicine personally	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. **I will inform the school immediately, in writing, if there are any changes in dosage or frequency of the medication or if the medicine is stopped.**

Signature:		Date:	
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