



St. Catherine's Catholic Primary School
'Live, Love and Learn Together'

Medicines Administration Policy

Medicines are only administered in school if there is a care plan detailing that the medication is essential and cannot be administered outside of the school day and that this had been agreed by a GP or nurse practitioner e.g. Epi-pens, inhalers, prescribed and continual requirement for drugs. Or, with written consent from the child's parent or carer for short term medical reasons.

Parents are welcome to come into school at the start lunchtimes to administer non-essential medication e.g. antibiotics. Staff are not required to take responsibility for any drugs and their administration is purely voluntary.

All medicines brought into school must be labelled clearly with the child's name and brought to the school office where consent forms must be completed and signed by the parent or carer.

No medicines will be administered without a completed and signed consent form. For bus children, a temporary written note may be used for the first day only but a school form must be completed if the administration of the medicine is to continue.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. The school will never accept medicines that have been taken out of the container as originally dispensed, or make changes to dosages on parental instructions.

Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.

Some children and young people with medical needs have complex health needs that require more support than regular medicine. The school will seek medical advice about each child or young person's individual needs and will devise an appropriate Care Plan in conjunction with the child's, parent(s) or carer and appropriate health advisor.

Details of medicines and times will be held in the school office and the school administrator will advise staff as necessary.

Procedures

- Pupil to report to report to the first aid area in school office at required time for medication where the medicine will be administered by responsible adult.
- The Medicine Administration sheet will be completed by the same adult and dated & initialled.
- Each consent form will be destroyed at the end of the prescribed course unless ongoing treatment e.g. asthma inhalers.
- On going treatment forms to be kept in personal files.
- Central register of pupils with known medical conditions to be held in first aid area, class registers and Staff room – the will be **reviewed annually**
- Asthma inhalers and other treatments needed during the school day are to be taken off site for all school activities by responsible adult.

All medicine and treatment forms are to be held in the first aid file in the first aid cupboard.

Medical details are held on admission forms stored in personal files.

Name of doctors is held in personal files

Inhalers and medicines are kept in the locked first aid cabinet in the office.

Useful information

Bridport Medical Centre - 01308 421109/421186

School Nursing service – 01308 426807

LEA – H&S Team 01305 224092

Signed..... Date.....

Frances Guppy
Headteacher

Signed..... Date.....

Andrew Lobb
Chair of Governors

Review date: