

# Medicine Policy

He went to him and bound up his wounds, pouring on oil and wine. Then he set him on his own animal and brought him to an inn and took care of him.

Luke 10:34



At The Cathedral Catholic School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of The Cathedral and St Thomas More, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person's unique value is recognised and nurtured so that, through God's grace we can grow, learn and realise our full potential.

We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

This policy is based on the guidance from The Department for Education, 'Supporting pupils at school with medical conditions' (December 2015)

The school, under normal circumstances, will not administer any medication to a child. Exceptional circumstances will be reviewed by the Head Teacher and her decision will be final. Where a child is to receive medication over an extended period of time (other than normal inhalers), written parental authorisation must be obtained together with full details of dosages, possible reactions and symptoms. Where this authorisation is given, nominated members of staff will have responsibility for the administration of the medication.

The school will only accept:

- Medicines prescribed by a medical practitioner
- Medicines that are in date
- Medicines that need to be administered in excess of three times a day
- Medicines in their original container, as dispensed by a pharmacist
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.

The Medicines Act 1968 specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on dealings with medicinal products, including their administration. Anyone may administer a prescribed medicine, with consent, to a third party, so long as it is in accordance with the prescriber's instructions. This indicates that a medicine may only be administered to the person for whom it has been prescribed, labelled and supplied; and that no-one other than the prescriber may vary the dose and directions for administration.

#### **THE HEAD TEACHER**

The Head teacher will ensure that all staff receive appropriate support and training and are aware of this policy which should be read alongside the schools Health and Safety Policy. Likewise, where appropriate, the Head Teacher will inform the parents of the policy and its implications for them. In all complex cases the Head Teacher will liaise with the parents and where the parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

#### **ALL STAFF**

All staff should be made aware of any child who has specific medical needs and any emergency procedures that may need to be taken including contacting the emergency services. This information should be clearly shown on a pupil information sheet which carries a photograph of the child. Such information should be readily available to staff i.e posted in the staff room but not clearly visible to other pupils or visitors.

#### **STORING MEDICINES**

Where applicable, medicines, should be stored in the medicine cabinet in the office and be refrigerated if necessary. Inhalers will be the responsibility of the child concerned and will be self-administered unless circumstances deemed exceptional by the Head Teacher are in force. Adrenaline pens will be kept in a clearly labelled and sealed container kept in the pupils classroom.

#### **Asthmatic children**

Asthmatic children keep their inhaler with the class teacher and have access to it at any time. Each inhaler must be clearly labelled with the pupil's name, dosage, and expiry date. A list of asthmatic children is kept in a central location and a copy given to the class teacher.

## **RECORD KEEPING**

It is vitally important that parents inform school of ANY medication a child may be taking, even for a short period of time. Should school agree to administer medicine in exceptional circumstances the administration of such medicine should be witnessed by another member of staff and a record kept in the record book. Only staff willing to administer medicines should be asked to do so.

The school uses forms from Lancashire County Council and school designed forms to record administration of medicines. The forms used will depend on the nature and circumstances of the medical need.

## **ADMINISTERING MEDICINE**

Only when approved by the Head Teacher will medicines be given to pupils and no medicines (approved or otherwise) will be given without WRITTEN parental consent including full instructions concerning the medicine, dosage and duration of course of treatment. Medicines should be clearly marked with the pupils name and class and should be in an original un-opened container dispensed by a pharmacy. Non-prescribed drugs will not be administered. Lotions and creams will NOT be applied by any member of staff – should such be necessary the parent will be asked to come into school to administer.

## **EDUCATIONAL VISITS**

Children requiring medication during an educational visit will be highlighted on the risk assessment and staff will ensure that children/staff carry any required medicines. Should any child have complex requirements these will be itemised on a separate risk assessment completed by the appropriate member of staff. Where lotions or creams need to be applied during an educational visit the child will be asked to self-apply and only where the child is too young to self-administer with a willing member of staff be asked to administer, witnessed by another member of staff and a record kept signed by both members of staff.

## **SPORTING ACTIVITIES**

Any medical needs will be assessed and shown on the risk assessment for all sporting activities held outside of the school precepts.

## **LONG TERM MEDICAL NEEDS**

Where a child has long term medical needs these will be assessed before admittance and where long term medicinal administration is required appropriate actions will be put in place to cover this.

## **THE GOVERNING BODY**

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

### **KEY POINTS**

- THE SCHOOL WILL NOT NORMALLY OR REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES.
- ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH THE APPROPRIATE TRAINING TO DO SO.
- WHERE ADMINISTRATION OF MEDICINES HAS BEEN AGREED, THE SCHOOL OFFICE WILL BE NOTIFIED AND THE MEDICINES WILL BE KEPT IN THE OFFICE. INHALERS WILL BE THE RESPONSIBILITY OF THE CHILD CONCERNED UNLESS THE AGE OF THE CHILD PROHIBITS THIS.
- PARENTS HAVE THE RESPONSIBILITY OF INFORMING THE SCHOOL OF CHANGES IN A CHILD'S MEDICATION OR CESSATION/INCREASE IN ITS USE.

This policy may be superseded by an EHC or Health Care Plan.

Under no circumstances should a parent send a child to school with any medicines, e.g throat sweets/tablets, without informing the school. These could cause a hazard to the child or other children if found and swallowed.

## Medicine Policy



The Medicine Policy is based on best practice advice from Lancashire County Council.

The implementation of this policy will be monitored by Mrs Nicola Holt and Mrs Sarah Benson in consultation with the Leadership Team and a nominated Governor.

This policy will be reviewed as appropriate by The Senior Leadership Team

Intended Policy Review Date – May 2024

Approved by \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

Approved by \_\_\_\_\_ (Governor)

Date: \_\_\_\_\_