



ADMINISTRATION OF MEDICINE POLICY

RATIONALE

St James Catholic Primary School takes the responsibility of caring for the needs of our pupils very seriously and has drawn up this policy on the Administration of Medicine to reflect this. We recognise that from time to time, children may need to take prescribed drugs during the school day, to treat a condition which is not severe enough to keep them off school or for the treatment of a long term condition. Pupils with special medical needs have the same right of admission to school as other children and cannot be excluded from school on medical grounds alone. While there is no legal or contractual duty on staff to administer medicines nevertheless we would wish to support our pupils where we can. This means that any member of staff mindful of their duty of care who undertakes medical support, does so as a volunteer. Teachers and support staff are in 'loco parentis' and may need to take immediate action in an emergency, both in school and during school trips.

AIMS

Our school aims to:

- Assist parents in providing medical care for their children.
- Adopt and implement any national/LA/BCCET policies in relation to medication in schools.
- Arrange appropriate training for staff.
- Liaise as necessary with medical services in support of the pupil.
- Maintain appropriate records.

ENTITLEMENT

The school believes that pupils with medical needs should be enabled to achieve full attendance and receive appropriate care and support. The school accepts all employees have rights in relation to supporting pupils with medical needs.

Our school aims to :

- Ensure that the school's policy on the Administration of Medicine is implemented.

- Appoint two members of staff to oversee the administration of all medicines.
- Support staff with concerns about legal liability.

EXPECTATIONS

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

- We will administer medicines prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber.
- Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. The name of the pharmacist should be clearly visible. Any medications not presented properly will not be accepted by school staff.
- Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken outside of school hours.
- We will administer Calpol with parental permission.
- A medication form must be filled in by a parent or carer in order for school to administer medication.

PRACTICE

When a parent requests that we administer medication in school we will:

- Ask the school's identified person/s to undertake a risk assessment to consider the viability of administering the medication in school.
- If it is viable for the school to administer the medication we will then work with the parent to set up a care plan for the pupil or fill in a medication form.
- We will ensure the medication is kept in an approved secure container during the school day that is only accessed by the identified person/s.
- Each time the medicine is administered the school's medication record is completed,
- At the end of the school day or term, we will ensure that any leftover medicine is handed back to the parent/carers by the identified person/s.
- If the parent /carer does not come to school to collect their medication it will be destroyed using the approved methods and this will be recorded in the medication register.
- When the pupil comes to the end of his/her course of treatment the care plan or medication form will be marked 'treatment completed' but will be retained should it be needed for future reference.

- The school will keep medication records so that any future queries can be resolved.

Travel sickness medication

During residential visits we will administer travel sickness medication. Any medication required for outgoing journey must be given to the child by parent/carer prior to the trip. For the return journey, if required, a travel sickness tablet can be administered as long as the tablet is in its original container and a medication form has been signed by the parent/carer.

Start Date:	Review Date:	Adopted:
May 2025	May 2027	June 2025