

St Mary's Catholic High School, Leyland

Administration of Medicines Policy



Created: January 2016

To be reviewed: Spring 2020



We believe that we have a responsibility to keep our pupils safe and promote their wellbeing. This responsibility extends to adults working at St Mary's Catholic High School as part of our overall aim of **creating a secure, caring, Christian and happy school.**

Children with Medical Conditions

Many children suffer medical conditions requiring the administration of prescribed medication during school. Some short-term conditions require a course of medication to be completed whilst the child is able to attend school. We obviously encourage this, as our desire is that pupils have high attendance. Other pupils have long-term conditions requiring regular medication. Our desire is to ensure support for the proper care of our pupils and in principle, where they have volunteered to do so, staff will administer prescribed medications to pupils during the school day. Such cases will only be allowed where there is a clear consultation with the child's parent/guardian and the relevant paperwork has been completed.

Please note, however, that staff at St Mary's are not, as a general rule, expected to administer medication. Staff who do volunteer to administer medication will be covered by the Local Authority's indemnity policy within the stated conditions. The school will, of course, pay particular attention to the safe storage, handling and disposal of medicines. Training for staff who volunteer includes guidance in safety procedures. Additional advice is given to pastoral staff who are more likely to have contact with children when medical help is required. Training on the use of Epi Pens, Asthma and Diabetes is regularly arranged for all staff. As a minimum, whole staff training on these specific issues will be every 2 years.

For some children a full Education Health Care Plan may be appropriate and in such cases

How do I inform school?

contact should be made with the school Learning Support Department.

If you are concerned or have any questions, please contact us at any time and we will advise you of actions to take. On your child's entry to St Mary's, you will be asked to provide written details relating to any health concerns or relevant information you have which we will need to know so as to care for your child properly. This



information is also used as a basis for educational visits in protecting your child in case of an emergency. (You may be asked for additional details in relation to specific trips/visits). In the case of children who may require a Health Care Plan, it is essential that parents and carers alert us and provide us with relevant information as soon as they are notified that their child has been offered a place at St Mary's. It is also very important that parents and carers advise us immediately of any change regarding their child's health/medical conditions.

Summary of guidelines

- Medication will only be accepted in school if a doctor has prescribed it and when there have been complete written & signed instructions from a parent/carer. This includes paracetamol. A log book is kept in the school office recording these instances.
- The school will only store reasonable quantities of medicines.
- Each item of medication must be handed over in its original container and handed directly to the designated person in school. (Practically, the administration staff will arrange this when you come to school)
- In the case of a child who travels with an escort, it is the responsibility of the parent to inform the escort of any medication sent with their child.
- Medications must be clearly labeled with the following information:

Child's name

Name of medication

Dosage

Frequency of dosage

Date of dispensing

Storage requirements

Expiry date

- We will not accept medication in unlabeled containers
- The medication will be stored in a safe place in school
- On request the school will provide information of when medicines have been administered to their child
- Where possible pupils will be encouraged to administer their own medication under the supervision of the designated volunteer member of staff. Parents will be asked if they are happy for their child to carry medications with them in school (e.g. inhaler, epipen, diabetic medication)
- Parents/carers are responsible for notifying school of changes to medication including amendments or terminations of dosage etc.
- Whilst every effort will be made to include all pupils on school visits the school reserves the right to withhold this privilege if there are extreme concerns for care of an individual. Parents/carers are entitled to a meeting and every attempt will be made to agree any decision made.

Health Care Plans

Not all pupils who have medical needs will require a Health Care Plan. The purpose of such plans is to ensure that school staff have sufficient information to understand and support a pupil with long term medical needs such as asthma, ADHD, diabetes, epilepsy, anaphylaxis or other condition. The information contained within the plans is intended to allow the school to set up an effective provision for care and support. Health Care Plans are drawn up between parents or guardians and the school. In some cases this may involve the participation of the school nurse, other health practitioners, and, if necessary, written advice from the child's doctor or paediatrician. The plan will summarise the measures needed to support a child in school, including preparing for an emergency situation. Health Care Plans should be reviewed at least annually. If there is a significant change in the pupil's medical needs, this should happen immediately.



Dealing with sick pupils in school

A detailed routine is followed in cases where children fall ill, are injured or suffer more severe medical symptoms in school. We recognise our duty as a first point of contact for children who are suffering pain etc. We politely remind all parents and carers that we are not a hospital. We do not have the resources or expertise to look after sick children for long periods. Please view school policy for dealing with emergency situations that in a majority of cases require the child to be taken from school for rest, medical examination or medical treatment. In the event of a child requiring an ambulance in an emergency the school will send a member of staff with the child. Parents/Carers will be notified as soon as possible. It is reasonable to expect parents/carers to attend to such emergencies immediately so that the child can be handed over ensuring their needs are met at all times.