



St. Ethelbert's Catholic Primary School

Administration of Medicines in School

"I serve Jesus with my body, heart, mind and soul."

Serviam means 'I serve'. Jesus Christ has taught us that it is more blessed to serve than to be served. At St Ethelbert's school, following our Catholic faith, we serve the whole person – mind, heart, body and soul.

Body – because we care for our wellbeing, our parish neighbourhood and our environment.

Heart – because we teach love and respect for all.

Mind – because we believe in excellent education.

Soul – because we learn to pray and become closer to God as his children.

Our policy has been drawn up with reference to DfEE Circular 14/96 'Supporting pupil with Medical Needs in School' and KCC Supplementary Guidance 1998.

Whilst the school will assist in administering medicines, the primary responsibility for a child's health rests with the parents.

Parents will be notified of the schools policy through the School Prospectus. They are responsible for informing the school about any medical condition regarding their children and must let the school know if any medical treatment becomes necessary after admission or if any changes are made.

The point of contact is the Headteacher.

Medication should only be taken to school when absolutely necessary, acutely unwell children should be kept at home. If children do need to bring medicines to school, the medicine should be clearly labelled with the child's name and clearly written directions for use attached. The school medicines form must be completed before staff can administer any medicines. As far as possible it should be in the original container with dispenser's label and current directions. Primary aged children should not carry medicines other than asthma inhalers to and from school themselves. Large volumes of medicines should not be brought to school and, where it is impracticable to expect the parents to supply only the dose required for one day, the school will agree with the parent what reasonable quantity can be kept in school.

Injections must be given by an appropriate medical Practitioner such as a Doctor (or a member of staff specifically trained and authorised by a Doctor or Nurse.) In some cases (eg diabetes) children may undertake their own injections, but may need some supervision.

Arrangements for recording medicines administered and the documentation to be used.
Use the forms included in the DJEE guidance.

Parents will be notified if medicines held for emergency use are actually used, or
If dosage or frequency has to be increased beyond the usual level (eg asthma inhalers).

For lessons away from the school site and for school journeys – medicines will be taken by the class teacher/group leader in arrangement with the trip leader.

Children with conditions giving particular cause for concern

A few pupils may have a long or short term condition which could require emergency intervention (eg anaphylaxis, epilepsy etc or specific management arrangements (eg after surgery).

In these circumstances, school staff, parents and, where appropriate, medical professionals and the pupil will agree from the outset:

- what emergency situation could arise (Indicate possible symptoms)
- what action would be needed (Include any strategies to avoid an emergency from developing eg are any foods to be avoided and, if so, how will this be achieved – eg packed lunches, information to staff and other pupils)
- what staff could be permitted to do. (The School Nursing Service will advise)
- which staff would be prepared to give assistance themselves and what training will be given
- Safeguarding procedures adhered to as set down in Safeguarding Policy.

Self medication

Children with asthma may take charge of and use their inhaler from an early age. If parents consider their child is both capable and responsible then they may look after their own inhaler. However, if a child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place and clearly marked with the pupil's name. It is important that inhalers should also be available during PE lessons, sports activities or school trips. Parents should confirm in writing if they would like their son or daughter to keep his or her inhaler on him or her for use as necessary and confirm that he or she knows how and when it is to be used and that it must not be used by or given to other children.

Out of date medicines

It is the parent's responsibility to know the expiry date of medicines stored by the school and provide replacements before medicines become out of date. They should notify the school immediately of any medication changes and provide a new correctly labelled supply.

All medicines (including inhalers and Epipens) should be taken home at the end of each term and parents expected to supply new (or 'in-date') medicines with current consent / dosage forms at the beginning of the new term. Discontinued medicines should be collected by the parents as soon as they are no longer needed.

Mrs Rebecca Borrough

Review October 2017