

Medicines Policy



Mission Statement

Journeying in the Light of Christ... together, we live and learn

Reviewed April 2025

1. The aims of this policy are:
 - 1.1. to ensure that children with medical needs have the same rights of admission to St. Mary' Catholic Primary School as other children.
 - 1.2. to ensure that roles and responsibilities for administering medication are clear and transparent to all parties
 - 1.3. to ensure compliance with the Disability Discrimination Act 1995

All members of staff share in the responsibility for the physical well-being of our children. However, parents have prime responsibility for their child's health and must inform the school about any long-term medical needs their child may have. If necessary, information from the child's G.P., paediatrician, or other medical bodies should be communicated to the school. Medical information forms are given when a child first enters the school. Care plans will be set up in consultation with Parents where medical conditions are identified as requiring a special plan.

2. **MEDICAL PROCEDURES**

- 2.1. Medicines can only be accepted/administered in school if they have been prescribed by a doctor/medical professional, apart from children's paracetamol. A medical form for administering medicine must be filled in by the parent/guardian before medication can be given.
- 2.2. If parents wish for other medication to be administered to their child during the daytime, they are welcome to come into school and give it to their child.
- 2.3. A written record is made of all medication administered by a first aider and is witnessed by an adult.
- 2.4. At no time should children bring medicines into school to self-administer.
- 2.5. Where a child suffers from a long-term chronic condition which necessitates specific medication, this will be administered by an appointed member of staff who has undergone any essential relevant training.
- 2.6. All medication administered by staff will be recorded and an email sent to parents via ParentPay.

3. **SCHOOL TRIPS/OUTINGS**

- 3.1. Long-term essential medication, e.g. inhalers, must be taken on all school trips. Prescribed medication will be administered by a qualified first aider, where necessary and appropriate.
- 3.2. In the event of Residential visits, when children are ill, permission and instructions from the parent or guardian will be sought before medicine is administered. (This includes non-prescribed medicine). If necessary the child will be sent home.

4. **SAFE STORAGE OF PRESCRIBED LONG-TERM ESSENTIAL MEDICATION**

- 4.1. Inhalers and, for children with allergies, Piriton and Epipens are stored in the class first aid box. Staff should inform the school office
- 4.2. All other medicines are stored in the first aid cupboard or fridge in the school office in line with manufactures instructions.

5. **NON-PRESCRIPTION MEDICINES**

- 5.1. Non-prescribed medicines, e.g. Calpol, Paracetamol, for emergency, may be administered by a named first aider. Parents must be contacted to ascertain the date, time and dosage last administered and are asked to give consent. Parents are sent an email via ParentPay once the Medication is administered and staff complete a 'Record of emergency paracetamol administered to an individual child'

Review

The governing body and/or head teacher will regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.