



Holy Family Catholic Primary School

Medication in school

The administering of medication should preferably be done by parent/carers.

Where possible it is the school's policy to comply with requests from parents to help in administering medicines to children when they are of an essential nature (eg; epilepsy, asthma, or anaphylaxis) during the school day. The Head teacher will accept responsibility for designated members of the school staff administering or supervising pupils taking prescribed medication. Parent/carers are responsible for providing the school with comprehensive information regarding the pupil's condition and medication by completing an IHCP and the relevant consent forms.

Other routine medication (eg; antibiotics or painkillers) will not be administered without a **'Request for School to Administer Medication'** form (copy attached). Each item of medication must be delivered to the school reception, by the parent or carer, in a secure and labelled container as originally dispensed. This medication will only be administered once during the school day.

Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Administration time

Please note the school will not accept items of medication in unlabelled containers.

Unless otherwise indicated all medication to be administered in school will be kept in a medicine cabinet or where necessary the staffroom fridge, out of reach of children. The school will keep records of all medication administered. If a child refuses to take medication, staff will not force them to do so, and will inform the parents of the refusal as a matter of urgency. If a refusal to take medication results in an emergency, the school's emergency procedures will be followed. It is the responsibility of parents to:

- Notify the school in writing if the pupil's need for medication has ceased.
- Renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

School staff will not dispose of any medication, items which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. For each pupil with long-term or complex medical needs, the Head teacher will ensure that an Individual Healthcare Plan (IHCP) is drawn up, in conjunction with the appropriate health professionals. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

Parents/carers will be required to confirm in writing if they wish their child to carry their medication with them at all times, usually in severe cases. Inhalers or AAI's can be stored safely in class with the agreement of the class teacher.

Staff members who assist in the administration of medication to a pupil with medical needs (eg; AAI-allergies or Buccolam for epilepsy) will receive appropriate training/guidance through arrangements made with the School Health Service. The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed. All staff will be made aware of the procedures to be followed in the event of an emergency.

Please note parents/carers should keep their children at home if acutely unwell or infectious.



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REQUEST FOR THE SCHOOL TO ADMINISTER MEDICATION

Dear Mrs Benn,

I request that (Name of child).....

Class to be administered the following medication:

Medication :

.....

Dosage :

At the following time:

The medication will be clearly labelled indicating contents, dosage and child's name in full.

I will inform the school, when this arrangement changes or ceases.

I understand the medicine must be delivered personally to Mrs Carole Gonoud at Main Reception and accept that this is a service which the school is not obliged to undertake.

Signed:

Date:

N.B. Medication will not be accepted in the school unless this letter is completed and signed by the parents or legal guardian of the child.

The Headteacher reserves the right to withdraw this service.