



**St Herbert's RC Primary School**

## **MEDICINES POLICY**

Approved by Governors on: 14.10.21

Date to be reviewed: Autumn 2024

Signed on behalf of the Governing Body: *P Devine (Chair)*



## St Herbert's RC Primary School

### Medicines Policy

#### OVERVIEW

This policy is set within the context of the School Mission Statement:

*"Strong in Faith, Hope and Love, for the Common Good"*

and the School Ethos:

*"By loving one another as God loves us, we can achieve spiritually and academically".*

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, **as part of an official health care plan**, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who require medication during school hours have their special need met to give them fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures for the medications to be kept and administered.

#### OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication whilst they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

#### STRATEGY

1. Only medication prescribed by a doctor or authorised health care worker, **as part of a health care plan**, will be administered in school.
2. Only members of staff that have been trained and authorised by the headteacher may supervise and administer medication. In emergency, the headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must send written requests to the headteacher when they wish the school to supervise or administer medication (see templates: Appendix B).
4. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school. (see templates: Appendix A and/or B)
5. Medication must be sent into school in its original container.
6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator, it will be stored in a specific Medicine refrigerator.  
(Both the medicine cabinet and medicine refrigerator are located in the School Office).

7. All medication administered will be recorded, signed by the administrator and countersigned by a witness (see templates: Appendix C).
8. When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany the child on such visits and outings.

**Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Medicine request forms, and administration documentation.	Name, Parental details, Medical Information	Health & Safety requirement.  Health & Well-being of your child.  Communication.	First Aid staff/ SENDco	Forms – paper version (locked in school office).	Held on file throughout the child's time at the school. (NB: SEND records in line with retention period)

As such, our assessment is that this policy:

Has few/No data compliance requirements	Has a moderate level of data compliance requirements	Has a high level of data compliance requirements
✓		

**OUTCOMES**

The school will do all that it can to ensure that children with medical and special needs will have minimal disruption to their education. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.