



November 2016

## **St. Joseph's Catholic Primary School – Medicine Policy**

### **Introducing the Policy**

St Joseph's Catholic School Medicine Policy is reviewed and circulated annually and available in the school medical room and on the school website. The policy will cover;

- Procedures for managing prescription medicines
- The need for prior written agreement from parents for any medicines to be given to a child.
- Procedures for managing prescription medicines on school trips and for sporting activities.

### **Prescription Medicines**

There must be an Individual Medical Plan signed by SENCO/ Head of School for any child that needs medication administered 4 times per day or who suffers from a chronic complaint.

Prescription drugs are kept in a designated medicine cupboard with an authorisation list for access. Medicines will be returned to the parent by the first aider responsible when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

The School Office will provide the Medical Form which includes '**Parent/Carer Agreement for School to Administer Medicine**' form to record details of medicines prior to the medicine being administered for asthma pumps or epi-pens. Staff responsible for administering medicines must check that the prescription instructions match the form and only administer according to the prescription. The School will keep a record of medicines given to pupils, and the staff involved.

### **Non-Prescription Medicines**

Staff should never give a non-prescribed medicine to a child.

### **Educational Visits**

The School follows good practice and encourages children with medical needs to participate in safely managed visits. Reasonable adjustments are made to enable children with medical needs to participate fully and safely on visits.

Following the teacher completing the offsite risk assessment, staff supervising visits are made aware of any medical needs and relevant emergency procedures. A suitable number of trained first aid staff, as outlined on the risk assessment, will ensure that correct medicines are available and stored appropriately.

### **Review**

The policy will be reviewed annually by the H&S Committee.