

# **Management of Medication in School**

## **2024-25**



# **ST. LAWRENCE'S CATHOLIC PRIMARY SCHOOL**

Date reviewed: 30 September 2024

Date ratified by the Governing Board: 16 October 2024

## RATIONALE

School will do everything possible to ensure that any child with medical problems is given access to the curriculum & that they receive as full an education as possible. However, the school must insist that:

- Teachers are not obliged to administer/ supervise pupil's medication.
- Emergency action may be needed, both in school & on outings.
- Prime responsibility lies with parent/ carer – main source of information.

## THE SCHOOL WILL AIM TO:

- Assist parents with medical care of their children.
- Educate staff & children regarding special medical needs.
- Adopt / implement DCFS / LA guidance (Managing Medicines and Medical Needs in Schools and Early Years Settings June 2007)
- Arrange and update appropriate training for staff willing to support children with medical needs.
- When necessary, liaise with medical services in support of children with medical needs.
- Ensure access to broad, balanced curriculum.
- Maintain appropriate records.

## ENTITLEMENT

Pupils with medical needs have a right to a full education. Pupils with medical needs require proper care & support.

Staff can consider:

- Whether to be involved with a pupil's medical care.
- Having appropriate training.
- Working to clear guidelines.
- Legal implications.
- Concerns regarding the support of children with medical needs.

## EXPECTATIONS

Staff are not expected to administer medication unless:

- they agree to do so and appropriate training is sought.
- it is essential that it be taken in school hours.
- clear instructions relating to dosage and timing are left
- parents / carers fill out appropriate forms detailing permission and instructions at the school office
- the child is unable to manage his /her own medication
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## GUIDANCE FOR PARENTS

The pharmacist can dispense the medication in a separate container with the quantity required for use in school. (GP's are obliged to duplicate medication for school use)

The name of the pharmacist and child together with the prescription, date & dosage should be printed on the outside of the container.

- Any medication that is incorrectly labelled cannot be accepted
- No non - prescribed medicines will be administered by school staff (including aspirin and ibuprofen).

In the case of anti-biotic treatment it is expected that these should be administered before and after the school session where possible.

The school will consider each request to administer medication for a pupil with special medical needs, liaising with the School Health Service to seek advice & support.

## PRACTICE

When a parent/ carer requests that we administer medication we will;

- Consider whether the school's identified staff are prepared to administer the medication.
- If agreed, a risk assessment will be conducted to determine the necessary arrangements.
- Work with the parent to set up a Healthcare Plan for the child.
- Ensure secure storage for medication in school, accessed only by designated staff & each time it is administered, a record is completed. (Children self medicating i.e. inhalers, parents will need to complete the appropriate plan and children will be expected to maintain a record of use.)
- At the end of term or end of treatment, any remaining medication is to be handed over to the parent /carer by the designated person.
- If the parent/carers fails to collect the medication, it will be destroyed and the details of the action taken recorded.
- When treatment is completed, this will be noted on the care plan, and the record retained as a point of reference.
- A register of pupils' medical needs is to be kept indicating whether a care plan is in place and the information is available to staff.

**Policy Renewed: October 2024**

**Next Renewal Date: October 2025**