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# St Columba's P.S Newbuildings



## Medicines Policy

Reviewed by Staff November 2018  
Ratified by BOG January 2019  
Review Date: October 2021

**Medicines Policy**

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## Rationale

At St Columba's Primary School we aim to do all we can to keep pupils safe and healthy and to protect them from harm. St Columba's Primary School recognises that there are pupils who may need to take medication during school hours, for long or short term medical needs or in emergency situations. This policy forms part of the school's overall Drugs Policy.

## Aims/Objectives

The aim of this policy is to make clear the position of St Columba's Primary School in relation to the administration of prescribed medication to or by children during school hours or whilst on school-related activities. It outlines the roles and responsibilities of teachers, parents and pupils to ensure the safety of our children at all times. It also outlines the procedures for the administration of prescribed medication.

## Procedures for the administration of prescribed medication:

The staff at St Columba's Primary School are **under no legal obligation** to administer prescribed medication of any kind to children in their care during school hours or on school-related activities.

However, we do accept that in a number of cases, a child may present with a medical condition which may or may not be potentially life-threatening but which does require regular medication. The Principal and staff will treat these cases individually, taking into account the need for specific training and/or the application of emergency procedures that may ultimately save a child's life (see Appendix 1 – *inc an outline of staff training, child's photo etc*)

In all other circumstances, the procedures for the administration of prescribed medication will be as follows:

1. Following advice from the School Nurse it is advised that antibiotics and short term medication is generally not required to be administered during the school day as it can be accommodated outside school hours
2. For children who do require medication, the school would request that, as far as possible, a parent/guardian/carer/other nominated adult comes to the school to administer that medication
3. The Principal can administer medication only in exceptional circumstances with doctor's directions and upon completion of an official school consent form (see Appendix 2 – *Medication consent form*)

## Safe storage of medicines

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Any medication brought to the school to be administered to a pupil must be clearly labelled with details inc the child's name, class and dosage instructions. **It must be handed directly to a staff member and the appropriate consent form completed.**

All medicines will be safely stored by the school at all times in a locked medicine cupboard established in the main cupboard.

**No child should carry medication on his/her person or in his/her school bag.**

## Asthma Inhalers

Asthma Inhalers must be safely stored and a Medication Consent Form must be filled in (see appendix 2). No inhalers are to be sent into school without following this procedure. Generally the GP will give a blue inhaler to be stored in school for all asthma sufferers. If a child requires an inhaler it is the parent/guardian's responsibility to ensure this is provided, clearly labelled and replaced when it runs out of date. All inhalers must be clearly labelled with your child's name, class and the quantity to be administered.

## Roles and Responsibilities

### **Pupils:**

- a) Pupils should remember and ensure that they do not carry any medication around the school on their person or in school bags unless an exception has been made, as outlined above.
- b) No pupil is allowed to consume any medication prescribed for another child
- c) If any pupil finds any type of medication on school premises, they must not touch it and must inform a member of staff immediately

### **Parents:**

*As far as possible, parents should ensure that all medication is administered outside of school hours. Parents are encouraged to use their own good judgement as to whether their child is well enough to attend school.*

If any medication is to be administered to a child, then his/her parent/guardian/nominated adult must come to the school at the appropriate times during the day, when they will be allowed to administer the medication to that child. Alternative arrangements can be made in exceptional circumstances (see section 3 of *Procedures for the Administration of Prescribed Medication*)

### **Staff:**

- 1) School staff will not administer any medication to any child unless in a life-threatening situation as outlined above
  - 2) Only in exceptional circumstances where there has been prior arrangement and all the necessary documentation has been completed will the Principal administer medication.
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**First Aiders:**

Ms.Sharon Henry

**Health-related incident:**

In the event of a health-related incident, staff will follow procedures set out in the school's First Aid and/or Emergency and Critical Incident policies, as appropriate.

**Monitoring and Review**

The Principal and Board of Governors will monitor and review this policy regularly.

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## St Columba's Primary School

### Individual medical profile

Child's name \_\_\_\_\_

Class \_\_\_\_\_

Doctor's name \_\_\_\_\_

Emergency tel \_\_\_\_\_

Does your child have (***please tick as appropriate and provide further details below***):

a major illness e.g. heart condition

a serious health condition e.g. diabetes, epilepsy, asthma

sight/hearing difficulties

bladder/kidney problems

an allergy e.g. pollen, peanuts, plasters

does your child attend any therapists e.g. speech, physiotherapy, occupational

any other medical issues that you feel the school needs to be aware of?

**Please give details including information on any medication/treatment the child is receiving or any staff training that might be required e.g. Epi-pen training (*and how it may impact on his/her time at school.*)**

If there are any changes to your/my child's medical circumstances you must/I will inform the school in writing immediately

Parent.....

Date.....

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**St Columba's Primary School**

**MEDICATION CONSENT FORM**

I request that my child \_\_\_\_\_

In Year \_\_\_\_\_ Teacher: \_\_\_\_\_

Be given the following medication:

Name of Medication:

\_\_\_\_\_

Condition:

\_\_\_\_\_

Dosage and times to be administered:

\_\_\_\_\_

Period over which medication is to be administered:

\_\_\_\_\_

I give my consent for the teacher in charge to administer the above medication.

**All medication is clearly marked with my child's name and the dosage as per doctors' prescription guidelines.**

SIGNED:

.....  
(PARENT/GUARDIAN)

Date: .....

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