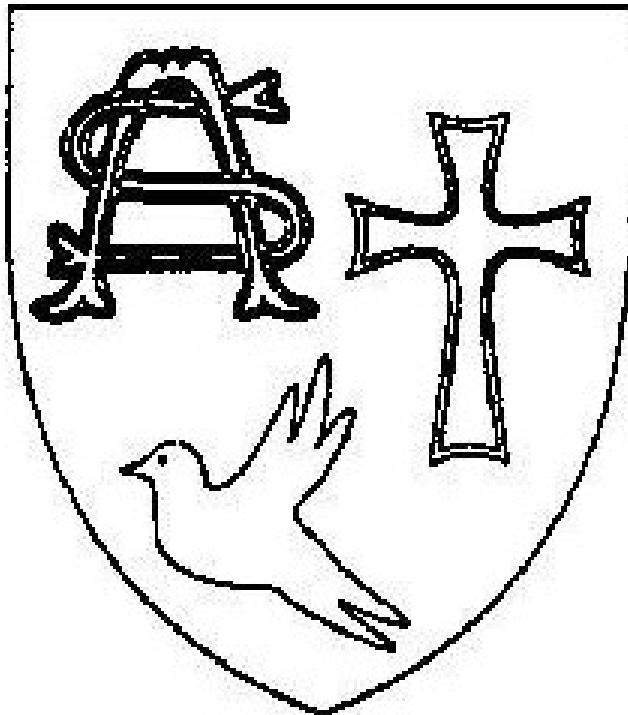


***YSGOL GYNRADD GATHOLIG
ST. ANTHONY***

***ST. ANTHONY'S
CATHOLIC PRIMARY SCHOOL***



**ADMINISTERING MEDICINES
POLICY**

This Document is a statement of intent within St Anthony's Catholic Primary School. It was developed through a process of consultation with Key stakeholders and in correspondence with the School's planning and review schedule.

This sets out a framework by which to work.

Approved On:	
Next Review:	
Signed:	

“Learning and Growing Together with Jesus.”
“Dysgy a tyfu gyda’r Iesu’

POLICY FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL
Please note that parents should keep their children at home if acutely unwell or infectious.

The Governors and staff of St Anthony's catholic Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

- We recommend trying to avoid the need for medicines to come into school and to try to medicate pupils outside of school if possible.
- Parents are responsible for providing the Headteacher with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent on form 1A or a clear written letter. Staff are to complete form 1A continued when the administer the medicine.
- Staff will not give a non-prescribed medicine to a child unless there is a specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- Each item of medication must be delivered to the Headteacher or Mrs Rathbone or Mrs Edwards School Secretary, or First Aid Officer Mrs Parsons or Mrs Durcan Breakfast club supervisor or Mrs Penlington breakfast club supervisor.in normal circumstances by the parent, **in a secure and labelled container as originally dispensed.**
- Parents and guardians will be asked to fill in a medication consent form in school.
- Each item of medication must be clearly labelled with the following information:
 - Pupil's Name
 - Name of medication
 - Dosage
 - Frequency of administration

The school will not accept items of medication in unlabelled containers.

- Medication will be kept in a secure place, out of the reach of pupils. Inhalers will be kept in a place accessible to pupils.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- The school will not make changes to dosages prescribed.
- School staff will not dispose of medicines. Medicines, 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 medication needs, the Headteacher, will ensure that a Medication Plan and Protocol 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, if necessary under staff supervision.
- Controlled drugs will be signed for on administration.
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

FORM 1A: Parental agreement for school/setting to administer medicine The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of school/setting

Date

Child's Name

Group/Class/Form

Name and strength of medicine

Expiry Date

How much to give (i.e.dose to be given)

When to be given

Any other instructions

Number of tablets/quantity to Be given to school/setting

Note: Medicines must be in the original container as dispensed by the Pharmacy

Daytime phone no. Of parent

Or, adult contact

Name and phone no. Of GP

Agreed review date to be initiated by (name of member of staff)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/ setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Print name.....

Parent's signature.....

Date

If more than one medicine is to be given, a separate form should be completed for each one.

FORM 1A
Continued....

Name:-.....

Date

Time given

Dose given

Name of member of staff

Date

Time given

Dose given

Name of member of staff

Date

Time given

Dose given

Name of member of staff

Date

Time given

Dose given

Name of member of staff

Date

Time given

Dose given

Name of member of staff

Contacting Emergency Services

Request for an Ambulance:

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
2. Give your location as follows (insert school/setting address)
3. State that the postcode is
4. Give exact location in the school/setting (insert brief description)
5. Give your name
6. Give name of child and a brief description of child 's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to
8. **Don't hang up until the information has been repeated back.**

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by all the telephones in the school
