ST THOMAS CATHOLIC ACADEMIES TRUST

Medicines Policy

September 2020

Administering medicine in school

At the beginning of each academic year and at any other transition point, all medical conditions are shared with staff and a list of these children and their conditions is kept in the class medical file.

Medical Files are also available with information on all children in;
- The School Office
- Medical Tracker

Children with medical conditions have to have a care plan provided by the school nurse or medical professional treating the child and signed by parents/carers.

Medication kept in school for children with medical needs is stored:
- Securely in the child's class

Each child's medication is in a clearly labelled container with their care plan. For further information on pupils with medical conditions in school please see the 'Supporting Children with Medical conditions policy'.

All medicines in school are administered following the agreement of a care plan.

Short term prescriptions

Medication may be administered in school if it is required to be taken four times a day. Medication prescribed to be taken three times a day can be taken at home.

Only medication prescribed by a GP, Hospital or Pharmacy and clearly labelled with the child's name, address and required dosage can be administered in school.

Non-prescription medication or creams and lotions cannot be administered in School.

Medication can be administered only if the parent/carer completes the 'Parental Agreement To Administer Medicine' form on the day the request is made (see Appendix 1).

Parents/Carers need to give in a completed, signed form to reception with the medication, this will be kept:
- Securely in the child's class

The designated members of staff responsible for medicine are:
- Cheryl Harris
- Jane Chiverton
- Joanne Saunders

They are responsible for informing class teachers that a child has medication and the correct time it needs to be given. It is the Class Teacher's responsibility to ensure the child goes for their medication at the correct time.

If a child refuses to take a medicine, staff should not force them to do so. Instead should note this in records and inform parents/carers or follow agreed procedures or the Care Plan.

When no longer required, medicines will be returned to the parent to arrange for safe disposal.

Sharps boxes should always be used for the disposal of needles and other sharps

Record keeping

Any time medicine is administered the member of staff must record it on the 'Individual Record of Medicine Administered' (see Appendix 2).

Older children may take their own medicine under the supervision of an adult; this also needs to be recorded and the adult must still sign the record sheet.

Record sheets are kept on Medical Tracker.

St Martin de Porres Catholic School

Parental Agreement to Administer Medicine

The school will not give your child medicine unless you have completed and signed this form.

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Duration of medicine	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
I understand that I must deliver the medicine personally to	

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

Signature: Date:

St Martin de Porres Catholic School

Record of Medicine Administered

Name of child

Class

Date					
Time given					
Dose given					
Name of member of staff					
Staff initials					

Date					
Time given					
Dose given					
Name of member of staff					
Staff initials					

Date					
Time given					
Dose given					
Name of member of staff					
Staff initials					