

## **St. Leonard's CE Primary School MEDICINES POLICY**

### **OVERVIEW**

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

### **OBJECTIVES**

1. To keep medication safe in school.
2. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

### **STRATEGIES**

1. Only medication prescribed by a doctor, or authorised health care worker, will be administered in school.
2. Only members of staff that have been trained and/or authorised by the Head Teacher may supervise and administer medication. In emergency, the Head Teacher will make appropriate alternative arrangements. In some circumstances, as determined by the Head Teacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents must send written requests to the Head Teacher when they wish the school to supervise or administer medication.
4. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school. They must complete our medicines form.
5. Medication must be sent into school in its original container.
6. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the Head Teacher will decide how it is to be stored.
7. When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.

### **OUTCOMES**

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

**Revised and adopted by the Governing Body May 2016**