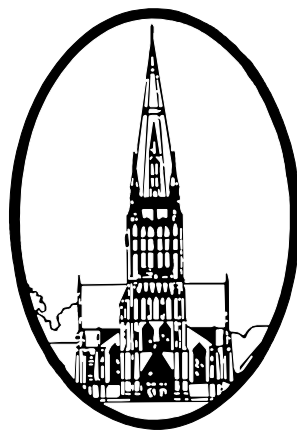


St. Mary's C. of E. Primary School

"St Mary's.... feeding the mind, body and spirit so we can be the best we can be."



Medicine Policy

Revised: July 2021

Review date: July 2024

Mission Statement and Values

"St Mary's... feeding the mind, body and spirit so we can be the best we can be."

We foster everyone's potential and hunger for learning by serving up a wonderful diet of generosity, sharing and a sense of belonging. We are here to serve our community and we welcome children from all faiths and none.

Sit around the table at St Mary's and you will discover a warm welcome and a great community!

The Spiritual Values to which we aspire are:

Kindness: in treating others as we would want to be treated ourselves.

Truth: in the choices we make and in our dealings with family, friends, school and community.

Courage: to stand up for what is right, overcome our fears and aspire to make a positive change.

Hope: about the future and know that tomorrow can be even better than today.

Love: for ourselves and others, knowing that God loves us.

ADMINISTRATION OF MEDICATION

Pupils must not bring prescribed or non-prescribed medication into school.

Parents may visit the school in the school day to bring and administer prescribed or non-prescribed medication themselves, by prior arrangement.

Short term medication that needs to be taken in the school day*

For example; eye drops, nasal spray

In the event that it is not possible for parents to come into school to administer medication, they are asked to provide written consent to authorise the self-administration (under supervision) of medication. Parents must use a copy of the authorisation form overleaf which is located in the school office and ensure medication is clearly labelled with their child's name. Each case will be assessed individually and it will be at the school's discretion whether medicines are administered with the support of staff. This medication will be stored securely in the medical room or for pupils in the EYFS, in a locked cupboard in their classroom.

Long term prescribed medication that needs to be taken in the school day*

For example; paracetamol for pain relief (children with sickle cell)

Where children have long term medical needs, parents must give us details of the child's condition and medication on the authorisation form overleaf. If required a meeting with the school nurse may be organised to complete a care plan with parents and staff. Parents will bring the medication to school in a secure, sealed bag / box. This record will be kept with the medicine. This medication will be stored securely in the medical room or for pupils in the EYFS, in a locked cupboard in their classroom.

Emergency medication

For example; asthma pumps and Epi pens

Asthma pumps will be stored in the medical room and must be clearly labelled on the pump (not the box) with the child's name and year group. Parents are responsible for ensuring the pumps are up to date and regularly replenished.

Epi pens will be stored in the medical room and classroom and must be kept in a sealed box / bag with the child's name, his/her photograph.

Medications are accessible to adults and are stored and labelled in the medical room with other first aid resources and equipment (including a defibrillator). These are kept updated by Ms Kennedy.

As with all medicines brought to school, the authorisation form overleaf must be completed by the parent, a copy must be kept with the medication and one in the child's file.

If a child does not have their medication in school they may not be able to attend school if it compromises their safety and wellbeing.

*as prescribed by doctor to be taken at a specific time during the school day or needs to be taken frequently (more than 3 times per day)

St Marys Church of England Primary School

Administration of Medicine

Parent / Carers Authorisation Form

Pupil name	
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Year group	
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Today's Date	
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Telephone number in the event of a query regarding administration	
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Details of administration of medicine and condition	
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End date for medicine to be taken	
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Name of parent/carer (please print)	
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Signature of parent/carer	
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Staff member receiving this form	
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Date	Time	Name of staff supervising administration

Date	Time	Name of staff supervising administration

