



# St Anthony's Catholic Primary School

## Policy: Medication



### OVERVIEW

The care and protection of children will have the highest importance for everyone in this school. Everything possible will be done to implement the Area Child Protection Committee Guidelines for Child Protection to keep children safe and to protect them from danger.

### OBJECTIVES

1. To establish excellent and effective procedures for keeping children safe
2. To put into place and follow the Area Child Protection Committee Guidelines for Child Protection
3. To ensure that staff are well trained and able carry out their responsibilities well
4. To ensure that there is a quick and effective response to any incident
5. To identify any children who may be at risk quickly and take appropriate action
6. To ensure coherence of good practice throughout the school and to assist in the smooth transition of learners to other schools
7. To ensure good communication of information to all relevant staff
8. To provide relevant information to various outside agencies when appropriate

### STRATEGIES

1. All staff will follow the procedures agreed with the LA as set out in the Child Protection Committee
2. 'Guidelines for Child Protection'
3. There is an appropriate 'nominated member of staff' who must be informed immediately of any concern and they will lead the school's response to any concern
4. If there is any allegation made concerning the nominated member of staff, then a member of the school senior leadership team must be informed and they will assume the role of 'nominated member of staff' until the allegation has been investigated and fully resolved
5. Detailed records will be kept at every stage
6. Outside agencies will be fully involved at appropriate stages as set out in the 'Guidelines for Child Protection'

### Sporadic Medication

- All 'one-off' medications should be directed and dispensed from the office
- Parents should be directed by the teacher to the office to sign a medication declaration form outlining how the medication is to be given and when
- In order for a parent to leave medication at the office, it must be necessary to administer that medicine at least 4x a day
- If the child attends 'Breakfast Club' or 'After School Club' then medication can be administered with greater frequency
- Lip balms and sun tan lotion should be signed in at the office with a medication declaration form
- The office will take any medication through to the Nursery to be dispensed there

### Ongoing Medication

- Any medication kept in school permanently will have a 'Continual Medication to be Kept in School' form filled in by the parent and kept in the relevant key stage medical station.
- Parents take all responsibility for ensuring medication is in date.

- The teachers must refer to the 'Continual Medication to be Kept in School' form to ensure correct administration. If there is any need to question the administration, a parent must be called.
- For complex medical situations, and following a conversation with SMT, a specific child's medicine can be administered by the office. This must be recorded in the medical file under that child's notes.
- It is the parent's responsibility to ensure that all medication is in date and that the school has up-to-date medical advice.

## **Asthma**

- KS1 children must have two inhalers in school, both to be kept in the class medication box in the classroom. The inhaler must be labelled with the child's name.
- KS2 children must have two inhalers in school, one kept on their person and the other in the class medication box in the classroom. The inhaler must be labelled with the child's name.
- It is the parent's responsibility to check the dates on any medication and replace when necessary.

## **Allergies**

- Any child with allergies must have 'Continual Medication to be Kept in School' if any medication is kept for emergencies
- Two epipens are to be kept in school. One in the class medical box and one in the correct key stage medication station
- A list of trained administrators for the epipen are to be kept in the box and at the medication station
- A child's epipen information must be displayed both in the classroom and at the medication station
- If an ambulance is called, then all medication and action plans should be sent with the paramedics

## **Diabetes**

- All children with diabetes must have a specific medical plan laid out by a parent. This must be introduced following a discussion with a classroom teacher and SMT.
- All the child's necessary medication must be kept in a specific location and clearly labelled as belonging to that child.

## **OUTCOMES**

Children will be happy and enjoy their time in school. The protection of children is the responsibility of everyone in school and so all will be vigilant in their duty of care of children. This school will be a place of safety where the welfare, care and protection of children is paramount so that it supports and encourages their growth and development both in and out of school. This policy should be read in conjunction with the Policy for Safeguarding and Protecting Children.

Revised and adopted by the Governing Body in November 2017.