

St. James CE Primary School



Administration of Medication Policy

Flourish
Respect Courage
Friendship Develop
StrongGrowth
Community StJames' Strive
God Trust Kindness
Freedom Unique Perseverance
DeepRoots Positivity
WholeChild
Responsibility

Statement of Vision and Values

In consultation with pupils, parents, governors, community members and staff our vision and values were generated based on our inspiration from the Parable of the Sower and how this links to our children and their journey with us.

Our School Vision:

Within our community we strive to develop deep **roots**, strong **growth** and freedom to **flourish** as a unique and whole child of God.

Matthew 13 - The Parable of the Sower – ‘... but the seed falling on good soil refers to someone who hears the word and understands it.produces a crop, yielding a hundred, sixty or thirty times what was sown.’



Values

We decided at St James CE Primary School that **Kindness and Respect** are values which we feel unpin our vision and are incorporated in all we do and say – so therefore these two values will be taught alongside all the other six values we have chosen.

½ termly focus	Value
Autumn 1	Responsibility
Autumn 2	Friendship
Spring 1	Perseverance
Spring 2	Trust
Summer 1	Courage
Summer 2	Positivity

St. James CE Primary School is committed to the safeguarding of our pupils and staff.

Rationale

As a School St. James School aims to provide within this policy clear guidance and procedures to all staff, governors, parents and carers. It forms the basis of a supportive environment in which all children with medical needs will receive suitable medical care enabling their continuing participation in a safe and enjoyable mainstream school.

Procedures for Administering Medication

Each request for administration of medication to a child within our school will be considered individually.

The Head of School is responsible for deciding, in consultation with staff, parents, health professionals and the LA, whether the school can assist a child with medical needs.

Requests and authorisation to administer medication must be made in writing on the school's form. It is parents' responsibility to ensure that all medication is clearly labelled with the child's name, name of medication, dosage and frequency of dosage, date of dispensing and expiry, any special storage requirements and the need for any specialist equipment or protective clothing. Suitable containers must be supplied if necessary. In the case of longer term medication, the request should be renewed at least annually - i.e. for children who regularly have wheezy coughs in winter months and need to use a salbutamol inhaler but who do not have a diagnosis of asthma. Parents must notify the school, in writing, of any changes. These medications may be part of, and recognised in, a personalised Health Care Plan or may be in response to a condition or illness that is short lasting. (In addition a note from the family GP confirming the child is fit to attend school and the necessity for them to take medication during school hours may be required).

Medicines will only be administered by staff willing and suitably trained to do so and then only under the overall direction and responsibility of the Head of School in liaison with the Welfare Officer.

Specific cultural and religious views on a child's medical care will be respected but must be made known to the school in writing. Such views will be shared with the persons responsible for administering the medicines through the medication request form under 'special instructions' if the medicine is to be

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given for only a short period or outlined in the child's Personal Health Care Plan.

If a child refuses medication they will not be forced to take it. If this happens, the Head of School or a member of the senior leadership team will inform the child's parents as a matter of urgency. Failure to take medicine will be recorded.

Personal Health Care Plans will be drawn up in consultation with the school, parents and medical professionals. Children who are likely to need a personal health care plan are those who are in need of long term medical care or those with significant medical conditions.

A minimum amount of medication required by the child will be held in school to accommodate their needs. Medicines brought into school should be clearly marked with:

- the name of the medicine.
- the child's name and date of birth.
- dosage (including method of administration and times).
- the "use by date" clearly marked

Medication must be delivered to St. James CE Primary School by the parent or escort (not sent to school in the child's bag) and given to the class teacher or other member of permanent staff.

All medicines received at St. James CE Primary School will be logged onto the school's drug file, and held securely within school. This is the responsibility of the Welfare Officer. All essential staff will be able to access medicines in case of an emergency.

If there is an accident when medication is being administered, the agreed procedures are not followed, or there is an extreme adverse reaction, this must be recorded through the school's medicines incident procedures and medicines log. The time of the incident should be recorded.

Parents will be advised as soon as possible and the time recorded.

All such incidents and action to be taken to avoid repeat incidents must be reported to the governing body, as a confidential item. A log of the incidents and copies of the form should be kept in the central health/medicines file.

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If more than four incidents occur in a two year period the school will seek the advice of the school nurse.

Unwanted, unused or out of date medicines will be returned to parents and note of their return recorded on the 'Medicines Returned' form kept in the school's central health file in the school office.

In the event that parents/carers cannot be contacted or do not collect medicines, they will be taken to the local pharmacy for disposal by a member of the leadership team of the office manager. A record will be kept.

In the event of medicines going missing, the Head of School will be notified immediately and will contact the local authority for advice. If it is clear that a theft has taken place the police will be informed. A record will be kept.

Medication

St. James CE Primary School will establish an administration of medication log, used in conjunction with the child's health care plan or written request from parent or guardian.

The person administering medication will check medication type and details are correct then log the date and time when the medicines are drawn up, sign the chart upon the administration of the medicines and a counter signature verifying the right amount of medicine was given will also be used in the administration of specific medication eg; insulin.

Information for staff and others

Staff who may need to deal with an emergency will need to know about a child's medical needs. All supply teachers or employed staff who have contact with a child with significant medical needs will be informed via the SEND/welfare file which is based in each classroom for children with medical conditions. There is also medical information sheets in the medical room. There is also a list of children who need access to their asthma inhalers in the staff room. If staff need urgent assistance, they can call the office via the telephone or if in the playground use the walkie talkie that is taken outside with them.

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Training

All staff providing support to children with medical needs will receive suitable training in order to carry out their role competently, confidently and with sensitivity and due consideration for children's dignity.

The school will take guidance from relevant healthcare professionals including the school nurse when identifying training needs and then in liaison with appropriate agencies ensure that initial training is carried out as quickly as possible and that it is kept up to date.

We will ensure that sufficient staff are trained to support children with medical conditions/health needs and that all relevant staff are aware of a child's condition and understand their needs.

Awareness training about particular conditions which do not require medication will also be provided. Written information about particular conditions will be circulated when necessary, held on the staff network or in paper form with designated teachers.

Training will be coordinated by the Welfare Officer / School Business Manager, who will also keep a log of dates of training and updates required.

Asthma

Information for staff about the condition of Asthma is available in the Medical Room. A spare inhaler for children with asthma is kept in the medical room. If children with asthma attend trips or leave the premises, then their inhaler is packed in a medical bag which is looked after by an accompanying staff member. When a child uses their inhaler a member of staff will sign a sheet stating the date and time the child has taken their medicine. Children in Reception and KS1 may be assisted by the Welfare Officer or suitably trained member of staff, to use their inhaler if necessary. Please also refer to the Asthma Policy.

School trips

On all St. James CE Primary School trips, including class, group and whole school, the organiser as part of the risk assessment will ensure all the necessary needs of a child with medication or a health care plan is met. A risk

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assessment form must be completed for every child who has specific medical needs.

Monitoring

The Head of School is responsible for monitoring the overseeing of the day-to-day operation of the school's administration of medicine's policy

This policy will be reviewed as part of the *Governors'* rolling programme either biannually or as legislation or advice changes.

Reviewed December 2024

Next Review December 2026