

Tummary Primary School Medicines Policy

This policy should be read in conjunction with our Drugs policy.

Rationale

At Tummary school we aim to do all we can to keep pupils safe and healthy and to protect them from harm. Our Drugs Education programme actively promotes healthy lifestyle choices and makes children aware of the dangers of the misuse of drugs, alcohol, tobacco and solvents. It also teaches children about the safe use of prescribed medication. Tummary School recognises that there are pupils who may need to take medication during school hours, for long or short term medical needs or in emergency situations. This policy forms part of the school's overall Drugs Policy.

Aims/Objectives

The aim of this policy is to make clear the position of Tummary school in relation to the administration of prescribed medication to or by children during school hours or whilst on school-related activities. It outlines the roles and responsibilities of teachers, parents and pupils to ensure the safety of our children at all times. It also outlines the procedures for the administration of prescribed medication.

Procedures for the administration of prescribed medication

We are under no legal obligation to administer prescribed medication of any kind to children in their care during school hours or on school-related activities.

However, we do accept that in a number of cases, a child may present with a - medical condition which may or may not be potentially life-threatening but which does require regular medication. The Principal and staff will treat these, cases individually, taking into account the need for specific training and/or the application of emergency procedures that may ultimately save a child's life.

In all other circumstances, the procedures for the administration of prescribed medication will be as follows:

1. For children who do require medication, the school would request that, as far as possible, a parent/guardian/carer/other nominated adult comes to the school to administer that medication
2. The school Principal/designated teacher/classroom assistant will administer medication to pupils only when there has been a written request.

3. Eye patches should be put on before school if possible.

****In all circumstances, the Principal/Designated Teacher/Classroom assistant will inform the parents when medication has been administered by phone call, and will a written note in homework diary/books stated what and how much was administered, at what time and by whom.****

Safe storage of medicines

Any medication brought to the school to be administered to a pupil must be clearly labelled with details including the child's name, class and dosage instructions. It must be handed directly to a staff member and the appropriate consent form completed. All medicines will be safely stored by the school at all times. No child should carry medication on his/her person or in his/her school bag. An exception may be made in the case of asthma inhalers or other specific medication which needs to be kept with the child at all times, in agreement with staff, parents and child.

Roles and Responsibilities

Pupils:

- a) Pupils should remember and ensure that they should not carry any medication around the school on their person or in school bags unless an exception has been made, as outlined above.
- b) No pupil is allowed to consume any medication prescribed for another child
- c) If any pupil finds any type of medication on school premises, they must not touch it and must inform a member of staff immediately

Parents:

As far as possible, parents should ensure that all medication is administered outside of school hours. Parents are encouraged to use their own good judgement as to whether their child is well enough to attend school. Parents should make the school aware of any health related condition as soon as it becomes apparent.

- a) If any medication is to be administered to a child by a parent, then his/her parent/guardian/nominated adult must come to the school at the appropriate times during the day, when they will be allowed to administer the medication to that child.
- b) If a child is to self-administer any form of medication throughout the school day, parents must:

- Provide signed, written permission for the child to take his/her medication, clearly stating the child's name and class, the type of medication, the dosage and when it is to be taken:
- Clearly label the medication with the child's name and class
- Hand the medication directly to the class teacher for safe storage