

Christ Church & Holy Trinity CE Primary Schools Federation

Medicines Policy

March 2022



Our Christian Vision

In the Parable of the Sower, Jesus Christ tells us that God is like a generous farmer and we are like the soil in which he plants his seeds. At Christ Church and Holy Trinity Schools, we are learning how to be good soil, so that we grow to love God, our neighbour and ourselves and thereby enable every member of our community to flourish. Each day, we endeavour to face up to all that challenges our growth, in order to see with our eyes, hear with our ears and understand with our hearts God's Good News for the world and to cultivate the virtues with which to produce an abundant harvest.

Our Mission

Christ Church & Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunity to reach their maximum academic and social potential. Excellent teaching, learning and relationships are at the heart of our schools.

GIVING MEDICINES AT SCHOOL

THE SCHOOL'S RESPONSIBILITY

The Head Teacher will ensure that a named person be responsible for medicines in school, together with a nominated deputy.

PARENTS' RESPONSIBILITY

A clear written statement of their responsibility should be given to all parents detailing:
How to make a request for medicines to be given at school, (i.e. NOT brought in by the pupil).

How medicine should be provided to the school,(i.e. in original container from pharmacy).

Medicines should be clearly labelled with:

- Child's name
- Name of medicine
- How much to give, dose
- When to be given
- Any other instructions

A form listing these points must be completed by parents before the school agrees to administer medicine. These forms are available from the School Office.

Parents must notify the school of any changes in medicines.

Parents in person must replenish supplies of medicine if necessary.

STORAGE OF MEDICINES

Medicines, when not in use, should be kept in a safe and secure place (a refrigerator if appropriate). However medicines required in an emergency should be readily accessible. Where appropriate, with parental and school agreement, pupils should be responsible for their own inhalers.

ADMINISTRATION RECORD

The label on the medicine container should be checked against the school medicine record (completed by parent). Any discrepancy should be queried with the parent before administering a medicine. A parent should confirm their intentions, in writing, if their instructions differ from those on the medicine container. The CORRECT medicine in the CORRECT dose should be given at the CORRECT time to the CORRECT pupil.

DISPOSAL

Medicines no longer required should not be allowed to accumulate. They should be returned to the parents for disposal. In the last resort unwanted medicines should be disposed of on the school premises by the nominated person.

BASIC FIRST AID

Basic First Aid will be given by a qualified First Aider and a record maintained.

SCHOOL NURSES AND DOCTORS

School staff should seek advice from their school nurse if they require relevant information concerning rarer health problems of the pupil. The school nurse will seek to promote a greater understanding amongst staff of some health problems and their wider implications.

LIABILITY OF SCHOOL STAFF

Staff designated to administer medicines to pupils will be covered by the Council in the event of liability/negligence claims made against them as long as they have taken all reasonable steps to follow the procedures contained in this policy.

SCHOOL MEDICINE RECORD

No medicines will be given to children in school unless this form is completed and handed in at the School Office.

Child's Name _____

Class _____

Name of medicine _____

When to be given _____

Contact telephone _____

Parent's signature _____

Date _____

Any other instructions



GIVING MEDICINES AT SCHOOL

Dear Parents,

In order that the school can meet Local Authority and DFCS Guidelines, I have to advise you of the way medicines are given in school.

Before any medicine can be given to your child in school **you must complete a medicines form.** These forms are on the display stands in the reception area near the school office. This applies to children who are prescribed medicine for a one off illness and also those with a long term condition such as asthma.

If your child needs to be given medicine **YOU MUST COMPLETE THE FORM AND HAND IT TO THE OFFICE .** If you lose a form or need another, there are copies in the Office. If your child's prescription changes in any way you must complete a new form.

Copies of the school's policy on Giving Medicines in School are available for you to look at in the Office.

Thank you for your co-operation,

Avis Hawkins
Headteacher

SCHOOL MEDICINES REGISTER

WARNING !

DO NOT ADMINISTER MEDICINES WITHOUT A
RECORD SHEET

Signed: *Avis Hawkins*

March 2022

Name of Schools:

Christ Church and Holy Trinity Primary Schools Chelsea

Policy review Date:

March 2022

Date of next Review:

March 2023

Who reviewed this policy?

Avis Hawkins, Partnership Committee

Ratified by Governors:

March 2022