

St. Gregory's Catholic Primary School

Policy on the Administration of Medicines

Information to Parents

Parents are advised in the school prospectus that pupils who are unwell should not be sent to school.

If the Doctor advises that pupils should attend school while still needing to take medicine, either because they are suffering from chronic illness or allergy, such as diabetes or asthma, or because they are recovering from a short-term illness and are undergoing a course of treatment needing antibiotics, self-administration will be allowed, if the following procedures are met.

Self-administration of Medicines

- Written details from the parents should be obtained, giving the name of the child, name, dose and timing of medicine, and, in the case of any difficulties, where and when the parent can be contacted.
- Written advice must be provided on the storage of medicine, including pharmaceutical requirements (e.g. refrigeration if necessary).
- Access to medicines is through the Class Teacher or designated Teaching Assistant. Medicines must be brought to the staffroom for safekeeping unless required at frequent intervals by the child e.g. asthma inhaler.
- The age and responsibility of the pupil will be considered regarding the storage of medicine and their access to it.
- The smallest practical dose should be brought to the school, preferably by the parent.

Illness during the school day

Staff should not administer medicines to the children who fall ill during the school day.

Parents Responsibility

Parents should be informed of the school's practice that when pupils become unwell at school they should be collected as soon as possible. To this end, it is vital to have pupils' home telephone numbers; parents work numbers and other emergency numbers, such as those of relatives/childminders. These details should be updated regularly. Parents who refuse or fail to give emergency numbers should be told the school will act 'in loco parentis' should an incident occur. They may result in referral to Social Services.

School Responsibility

In the case of a non emergency and the pupil requires hospital attention, if the parents are not able to take their child, a member of staff will take that pupil to hospital and meet the parents there. When a pupil becomes seriously unwell or is injured, an ambulance should be called immediately, and parents or relatives should be informed.

Management Issues

The school does not accept any responsibility for the administration of medicine to pupils:

- Where any aspect of administration is crucial to the welfare of the child.
- Where some technical or medical knowledge or expertise is required.
- Where intimate contact is necessary

The school follows L.A guidelines on the administration of medicines to pupils.