



*Tarleton Holy Trinity  
Church of England  
(Aided) Primary School*

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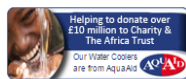
*[www.tarletonholytrinity.org](http://www.tarletonholytrinity.org)*

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**Medicine Policy**

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POLICY



*Tarleton Holy Trinity  
Church of England (Aided) Primary  
School*



**Medicine Policy**

**This policy reflects the Christian ethos and vision statement of our school.**

**Our Vision Statement**

*Value... Dream... Achieve...*

*As a loving Christian family, our aspiration is for all pupils to flourish, safe in the belief that we, "...can do all things through Christ, who strengthens us" Phil 4:13. Everyone is valued, we all achieve and our dreams for the future begin*

# **Medicine Policy**

## **OVERVIEW**

Where pupils have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

## **Mission Statement**

Tarleton Holy Trinity C of E Aided Primary School is a Christian Family where everyone is valued, we all achieve and our dreams for the future begin.

## **Policy aims**

To provide a structured system for the safe administration of medication to meet children's needs.

## **Rationale**

Whilst there is no legal duty requiring school staff to administer medicine, teachers, and other school staff, are charged with the duty of behaving as a responsible parent to ensure the health and safety of pupils on school premises. This duty might, in exceptional circumstances extend to include the administration of prescribed medication and /or taking emergency action. The duty extends to teachers and other staff leading or supervising off site activities.

## **Responsibility of Parents/guardians**

Parents and carers have prime responsibility for safeguarding their child's health and administering medication. They have responsibility for keeping the school informed as to the state of their children's health and medication requirements.

## **Head Teacher**

The headteacher has responsibility for:

- Deciding if the school can assist in the administration of medication. No member of staff should agree to administer medicine without first consulting with the head teacher. Decisions made by the head teacher in regard to the administration of medicine will be based on the need to encourage full attendance and the child's full participation in school life.
- The actions of staff in regard to the administration of medication is to ensure all medication given is logged.
- Day to day responsibility for the safe management of medication in school. This duty derives from COSHH Regulations 1994 regarding control of hazardous substances.
- Keeping staff informed about the medical needs of pupils.
- Ensuring that staff who administer medication have the appropriate information and/or training.
- The implementation of the policy and its review for continued relevance and compliance to statutory responsibilities and for updating parents/ carers on its content.
- If children make a visit without school staff e.g. Y6 transition days the Head teacher is responsible for ensuring that the receiving school knows about a child's medical needs.
- Ensuring a child's medical needs are included in transfer information.

### **Other school staff**

School staff are responsible for:

- Informing the head teacher of any medication known to be in school which has not been reported to him.
- For directing requests for a child to be given medication to the head teacher/ Senior Leadership Team (SLT).

Teaching staff are responsible for:

- The safe management of medication kept in the classroom or on trips
- Ensuring that children in their class are aware that medicines are drugs and that they must not share their medication, inhaler etc. with others.

Staff may administer medication only after consultation with the head teacher.

**In order to ensure the implementation of this policy the following procedures must be followed.**

### **Administering medication**

There is no legal requirement to administer medication, this is a voluntary role. The Headteacher or volunteering staff can only administer prescribed medicines in school. No pupil should be given medication without parental consent in writing, stating dosage and time for administration e.g. 5ml before lunch. Parents/Carers should complete a school consent form at the office. If the head teacher decides that the administration of a certain medication is a responsibility he is not willing to undertake he will contact parents. A record is kept of when a prescribed medicine is administered in school. We expect parents/carers to collect medicines after a reasonable period of time; if not they will be given to a pharmacist for disposal.

### **Storing medication**

All medicine stored in school will belong to a named child. It must be provided in a clearly labelled container marked with the dosage and other requirements for medication. Where a child needs two or more medications these should be in separate containers. Medicines should never be transferred to alternative containers. Medicines should be kept in the SEN room locked medical cabinet or in the staffroom fridge if necessary.

1. Only medication prescribed by a doctor, or authorised health care worker, will be administered in school or with permission of the parent following the directions on the medicine.
2. Only members of staff that have been trained and authorised by the head teacher may supervise and administer medication. In emergency, the head teacher will make appropriate alternative arrangements. In some circumstances, as determined by the head teacher, a pupils parents/carers or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
3. Parents/carers must send written requests to the head teacher when they wish the school to supervise or administer medication.
4. Medicines must be brought and collected from school by parents/carers only. Children must not carry medicine.
5. Parents/carers must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
6. Medication must be sent into school in its original container.
7. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the head teacher will decide how it is to be stored.
8. When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements

are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.

### **Confidentiality**

All medical information should be treated confidentially and used on a 'need to know' basis.

#### **Emergency Procedures – See Emergency Plan**

In the event of a serious accident or a person in school becoming extremely ill the procedure printed below should be followed.

- 1) Summon adult help.**
- 2) Try to ensure that the casualty is out of immediate risk using your best judgement.**
- 3) If in doubt, contact the emergency services via the office telephone.**
- 4) Inform the emergency contact for the casualty.**

### **Invasive or intimate Treatment**

At the present time there are no children at Tarleton Holy trinity who require this type of medical treatment.

If a child (or children) requiring this type of procedure applies for admission their needs will be subject to a full investigation and clarification before a decision to admit is made. If the decision is to admit, this will not be done until full training has been identified and completed, and procedures to support and protect the child have been agreed.

For more Information please read the DfE Booklet:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporing-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporing-pupils-at-school-with-medical-conditions.pdf)

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## **Document reviews**

We are aware of the need to review our school's documents regularly so that we can take account of:  
new initiatives, changes in the curriculum, developments in technology etc.

This policy was written in September 2022

and will be reviewed in September 2025.

Signed by:

Member of staff responsible for this policy

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Governor responsible for this policy

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