



NEW LONGTON ALL SAINTS' C OF E PRIMARY SCHOOL MEDICINES POLICY



Vision

Guided by God's light, we aim to Experience, Enjoy and Excel

At New Longton All Saints', we will be **guided by God's light**, ensuring our Christian values inform our approach to all areas of school life. Our children will **experience** a richly rewarding school life, at the heart of the local community, through a varied curriculum and a range of enriching extracurricular activities. Our children will **enjoy** time at school, becoming socially intelligent, emotionally mature, and mentally resilient. Our children will **excel** in pursuing their passions and deepening their skills, through the provision of excellent and well-resourced and supported teaching.

Our Christian Values

Love, Forgiveness, Respect, Honesty, Hope, Trust, Joy, Patience, Kindness and Resilience.

OVERVIEW

Where learners 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.

OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

STRATEGIES

1. Only medication prescribed by a doctor, or authorised health care worker, will be administered in school if the dosage is 4 times or more a day.
2. Only members of staff that have been trained and authorised by the Headteacher may supervise and administer medication. In emergency, the Headteacher will make appropriate alternative arrangements. In some circumstances, as determined by the Headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication. School staff are covered under the County Council's insurance arrangements when required to administer medication.
3. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
4. Medication must be sent into school in its original container.
5. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the Headteacher will decide how it is to be stored.
6. 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.
7. The school has a system of recording medicines and dosages and are maintained according to the data retention policy.
8. On trips and outings, the visit leader will be responsible for any medicines or as directed in the risk assessment.
9. Any non-prescribing medicines are not encouraged and this is at the discretion of the Headteacher.
10. Care plans are completed for any child within the school who requires one in consultation with medical agencies and parents. Copies are kept in the first aid file.
11. All inhalers are kept in the classrooms in a place known by the children. School has a spare inhaler in case of emergencies.
12. A list of up to date first aiders is displayed around school.
13. The school's emergency procedures are on display in the school office.

OUTCOMES

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are paediatric first aid trained and confident to supervise and administer medication. We shall also make sure one member of staff is trained for adults.

Signed on behalf of the Governors

Date
