



# Medicine in School Policy

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# Our Mission Statement

At Holy Cross, we are very proud of our school motto and our Catholic ethos; **Loved, Valued, Challenged.**

**Loved:** We love one another as Jesus taught us – our friends, our families and those who we may never meet.

**Valued:** We value everyone – everyone is important; pupils, staff, parents, governors, and members of the community– no matter their race, religion ability or need. We try to live like Jesus taught us.

**Challenged:** We challenge each other – not only with our learning but challenge each other to be more merciful to others, have a little more understanding of others’ needs and challenge each other to be better people.

# Our Vision

At Holy Cross, we aim to develop a caring Catholic community based upon the life and example of Jesus Christ, which envelopes the life and lives of everyone and everything in our school. It is through Christ’s message of love and forgiveness that the children, staff, both teachers and ancillary, parents and governors, preserve the essential Catholic ethos of the school.

The school aims to provide a challenging curriculum that reflects our philosophy, broadly balanced and relevant, and to support the development of the whole child to his/her full potential. At Holy Cross, everybody matters, therefore we encourage all to show respect to each other and the environment.

# Administration of Medication

The school has clear guidance on the administration of medication at school.

# Emergency Medication

- a) All pupils at this school with medical conditions have easy access to their emergency medication.
- b) All pupils are encouraged to know where their own emergency medication is i.e. inhalers, EpiPens and insulin with a spare being kept in the SEND/First Aid room. Emergency medication is kept in the classroom First Aid cupboard. This is clearly marked with a First Aid sticker on the outside of the cupboard.
- c) Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d) A First Aider would carry and administer any emergency medication. This includes if the child is taking part in an off-site educational activity.

## General Administration

- a) All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of the appropriate member of staff, **this must be administered by a first aider and witnessed by another member of staff.**
- b) Holy Cross Primary Catholic Voluntary Academy understands the importance of medication being taken as prescribed.
- c) All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- d) Trained **first aid staff** are able to administer medication.
- e) Some staff in school are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, **any first aider** may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- f) Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- g) Parents contact the school if their child's medication changes or is discontinued, or the dose or administration method changes when a new permission form is required.
- h) Holy Cross Primary Catholic Voluntary Academy require confirmation from the ADHD nurse if a child's medication is changing.
- i) All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

## Storage of Medication

- a) Emergency medication is readily available to pupils who require it at all times in locked cupboard in the SEND/First Aid room during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in the SEND/First Aid room. Staff will carry the child's EpiPens at all times and a spare kept in the first aid room.
- b) Any emergency medication will be kept in the child's classroom in the First Aid cupboard.

## Safe Storage of Non-Emergency Medication

- a) All non-emergency medication is kept in a lockable cupboard in the SEND/ First Aid room.
- b) Pupils with medical conditions know where their medication is stored and how to access it.
- c) Staff ensure that medication is only accessible to those for whom it is prescribed.

## Safe Storage

- a) It is the parents' responsibility of pupils with medical conditions to ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupils' name, the name and dose of medication and the frequency of dose. It must be in its original container with the leaflet to explain any affects or contra indications. Medication cannot be accepted in school without being in the original container This includes all medication that pupils carry themselves.
- b) It is the parents' responsibility to inform the school if their child's medication needs to be kept refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in the staffroom fridge. This is in a secure area, inaccessible to unsupervised pupils.
- c) It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

## Safe Disposal

- a) Parents are asked to collect out of date medication.
- b) If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal at the end of summer term.
- c) Parents are responsible for checking the dates of medication and arranging for the disposal of any that have expired. Staff will return any remaining medication to parents at the end of each school year.

## Record Keeping

### Enrolment Forms

- a) Parents are asked if their child has any health conditions on the enrolment form, which is filled out when the child starts school. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
- b) Parents are expected to update school if a child is diagnosed with a new medical condition during the school year.

### School Medicines Register

- a) A register is maintained for students requiring medication in school.
- b) The medicines register is maintained by Mrs Laura Rainbow. In her absence, Mr Jospheh Priestley will maintain the register.
- c) All medical information is kept up to date on Arbor.
- d) Teachers and Teaching Assistants are expected to use Arbor to check for children's medical needs.