

St. Joseph's Catholic Primary School



In the Light of Jesus we Learn to Shine

Health

- Children will be encouraged to develop clean personal habits, such as flushing the toilet and washing their hands after using the toilet.
- A sickness/accident record will be kept in the medical room, all accidents or illness must be recorded in the book and the Headteacher, class teacher, parent or carer must be informed of any serious illness or accident.
- In accordance with LA policy and DFE guidelines, parents/carers are primarily responsible for their child's medication. St. Joseph's Catholic Primary School is prepared to support parents/carers by administering prescribed medication which needs to be taken during school hours e.g. in the case of antibiotics that are required **four** times daily, subject to the following conditions:
 - the parent must inform the school in writing of all medicines to be given at school and sign a 'parental agreement for school to administer medicine' (MF1)
 - Medical Care Plans and Asthma Cards/information must be signed and regularly updated as necessary through the school office.
- The medicine must be 'prescribed' and provided to the school in the original container from the pharmacy and be clearly labelled with the child's full name and instructions.
- The parent/carer must inform the school in writing of any changes to medication.
- The parent/carer must make suitable arrangements to replenish the supply of medicines if necessary.
- At KS1 your child will be collected from class to administer the medication. At KS2 it is the pupil's responsibility to come to the medical room for their medication. Parents are asked to collect all medication at the end of the day as required.
- Additional Inhalers/Epi pens for asthma/allergy sufferers may be handed into the school office in the first instance, clearly named with dosage instructions. The pupil must also have access to the appropriate inhaler/Epi pen at all times for the school recording system. Spot checks are carried out by the Welfare Officer termly.

The school will:

- Nominate named persons to be responsible for the safe storage and correct administration of medicines for pupils.
- Ensure medicines are stored in a secure and suitable location.
- Check the labelling is secure on the container and that the name and dosage quoted are correct.
- Ensure the correct means of dispensing the medicine has been provided e.g. a 5ml spoon if appropriate.

When administering the medicine, the school will:

- Confirm the identity of the pupil.
- Check that any instructions concerning the administration of the medicine are followed correctly e.g. at the appropriate time of day, after food etc.
- Wash the spoon or dispenser if required after the medicine has been administered.
- Ensure the medicine is correctly and safely returned to the secure store and the appropriate details are entered in the 'Record of medicine administered to an individual child' (MF2)
- If in doubt check with parents before administering medicines.

The school will follow the LA and DfE guidelines on the administration and storage of medicines for specific conditions such as asthma, epilepsy, diabetes and heart problems. The school regularly liaises with the designated school nurse and medical care plans are arranged in consultation with the parents, staff and school nurse as appropriate.

We encourage parents to be open with the school regarding any medical matters of which we need to be aware. The school will treat such matters with discretion and confidentiality at all times. We are required to keep a medical register and ask for your co-operation in maintaining accurate records regarding your children's health.

Thank you for your support in this important matter.