

Managing Medicines Policy
St Mary's Catholic Primary School



Reviewed: July 2026

Love, Listen and Learn

Mission Statement

St. Mary's school community follows the teachings of Jesus Christ, working together to develop the whole child, in a spiritual, moral, academic, physical, social and emotional way, within a caring and supportive environment.

Ethos

We recognise that there is a challenge in creating an enriching environment for all those involved at every level of school life. We take our lead and inspiration from Christ with regard to the Gospel values: the belief that all human beings are uniquely created and loved by God and worthy of respect. This challenge manifests itself in the way we treat and value:

- Our relationships with each other and the wider community
- Our respect for one another
- Our welcome to and interest in all those who visit our school
- Discipline inspired by healing, forgiveness and reconciliation
- Our school environment

Through rising to this challenge we aim to create an awareness of a sense of belonging to and being part of the life at St Mary's.

The Aims of our School

We will endeavour to create a Catholic Ethos in our school, which reflects the Gospel values, through the love, care and respect we show to each other and to all who come to our school. We will teach the beliefs, traditions and practices of the Catholic Faith.

Through the prayer and worship in school we will try to be a living community of people celebrating their love for God and one another.

We believe the quality of the curriculum, with Religious Education at its core, is of prime importance and will focus on the development of the whole child. We will at all times try to make provision for children with special needs, so that all members of our school community achieve their potential.

We will help the children to develop an awareness of and respect for other religions and cultural backgrounds, as we believe this to be an essential preparation for adult life.

We believe that good communication between governors, staff, parents and children is important for the well-being of our school, and we will work in partnership with the wider community especially the home and parish in developing each child's potential.

Aims for each child at St Mary's CPS

➤ Whilst at St Mary's School I will learn about being a Christian, I will experience the beliefs, traditions and practices of the Catholic Faith.

- I will achieve as much as I possibly can in each area of the National Curriculum.
- I will know how to learn and enjoy learning and will view work in a positive and conscientious manner.
- I will co-operate and communicate with others effectively, independently and in a group and try to win and lose graciously.
- I will tolerate and respect the religious beliefs, views and values of others, understand the need for good behaviour and moderate my behaviour accordingly. I will respect the belongings and property of others.
- If I have a problem I know I can find someone who will discuss it with me.
- I will try to learn from mistakes and accept there is always room for improvement.
- I will share a sense of responsibility for my school, parish, local community and the wider environment.

1. Introduction

The Board of Governors and staff of St. Mary's Catholic Primary School wish to ensure that children with medication needs are not excluded but receive appropriate care and support. The Headteacher will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication or need support due to their medical needs during the day where those members of staff have volunteered to do so.

St. Mary's Catholic Primary School will identify staff responsible for supporting children with medical needs and/or administration of medicines in situations where other members of staff do not volunteer to carry out the task.

Detailed information and guidance is contained in a separate document (Managing Medicines and Supporting Children with Medical Needs in Schools and Early Years Settings - Policy Guidance) issued by the Local Authority. All the forms required are at the end of this policy.

2. Parents' Responsibilities

Please note that parents should keep their children at home if acutely unwell or infectious. If a child's symptoms included either vomiting or diarrhoea, the child must be kept at home for a minimum of 48 hours after the last episode. Parents are responsible for providing the school with comprehensive information regarding the condition/health of their child and details about the medication. Prescribed medication will not be accepted in school or setting without complete written and signed instructions from the parent.

Only reasonable quantities of medication should be supplied to the school (up to a maximum of four weeks supply at any one time). Where the pupil travels on school transport with passenger assistants, parents should ensure they have written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Each item of medication must be delivered to the school, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The form **Request for School to administer medicine** must be completed and sent to school with the medicine. Do not allow children to bring medicine to school that is kept by them and self-administered without informing the school.

3. Responsibilities of the School

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. The school will not accept items of medication in unlabelled containers. Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated, all medication to be administered in school will be kept in a cabinet (or fridge if necessary) in the Welfare Room.

The school will keep records, which they will have available for parents. If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased before the prescribed medicine is finished. The school will not make changes to dosages on parental instructions. Staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Headteacher will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to self-administer their medication in school.

Staff who assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. The school will make every effort to continue the administration of medication whilst on trips away from the premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

ST. MARY'S CATHOLIC PRIMARY SCHOOL

Healthcare Plan for a Pupil with Medical Needs

Name _____

Date of Birth _____

Class/Year _____

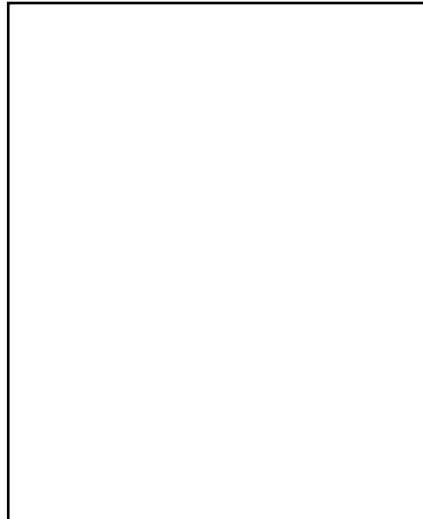
Condition _____

Medication _____

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Dosage and Method _____

_____ Date _____



Contact Information

Family contact 1

Family contact 2

Name _____ Name _____

Phone No. (home) _____ Phone No. (home) _____

(work) _____ (work) _____

Relationship _____ Relationship _____

Clinic/Hospital _____ G.P. Surgery _____

Contact Name _____ Name _____

Phone No. _____ Phone No. _____

I understand that I must deliver the medication personally to Mrs Kennedy O'Shea at the school.

I accept that the administration of medication is a service which the school is not obliged to undertake and that, in doing so, it is being done with my full consent.

I accept that the school shall not be liable for any adverse consequences as a result of it undertaking this service.

I give permission for my child's photograph and medical condition to be placed on the wall of the medical room and staff room.

Signed _____ Date _____

Relationship to pupil _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements: (e.g. before sport / at lunchtime)

Describe what constitutes an emergency for the pupil and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different on off-site activities)

Form copied to:

ST. MARY'S CATHOLIC PRIMARY SCHOOL
REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not be able to give your child medicine unless you complete and sign this form and the headteacher has agreed that school staff can administer the medication detailed.

DETAILS OF PUPIL

Surname _____ Name _____

Address _____

Condition or illness

Male / Female _____ Date of Birth _____ Class / Year _____

DETAILS OF MEDICATION

Name / Type of medication (as described on the container) _____

For how long will your child take this medication? _____

Date dispensed _____

Full directions for use _____

Dosage and Method _____

Timing _____

Special Precautions _____

Side Effects _____

Self Administration _____

Procedures to take in Emergency _____

CONTACT DETAILS:

Name _____ Daytime Telephone No. _____

Relationship to Pupil _____

Address _____

I understand that I must deliver the medication personally to _____* at the school.

I accept that the administration of medication is a service which the school is not obliged to undertake and that, in doing so, it is being done with my full consent.

I accept that the school shall not be liable for any adverse consequences that may arise as a result of it undertaking this service.

Signed _____ Date _____

Relationship to pupil _____

*an agreed member of staff

MEDICAL EMERGENCIES - Contacting Emergency Services

ST MARY'S CATHOLIC PRIMARY SCHOOL

Request for an Ambulance

<STAY CALM> Dial 999, ask for an ambulance and be ready with the following information:

1	School telephone number	020 8804 2396
2	Give your location as follows	ST. MARY'S CATHOLIC PRIMARY DURANTS ROAD PONDER'S END ENFIELD
3	State that the postcode is	EN3 7DE
4	Give exact location in the school/setting	Explain where on site
5	Give your name	Whichever member of staff contacts the emergency service, they should give their name.
6	Give name of patient and a brief description of patient's symptoms	If able while waiting, or if another member of staff is present – collect details for the patient that the paramedics might require. This should include Full name: D.O.B. Next of kin/parent contact details: Details/copy of any healthcare plan, current medications, last dose, allergies, other important information
7	Inform Ambulance Control of the best entrance and state that the crew will be met and taken to...	Ambulance crew will enter through the main entrance unless otherwise instructed

Speak clearly and slowly and be ready to repeat information if asked. You may be asked to stay on the line and to describe current situation at timed intervals. Only give information that you know to be correct – don't guess and say if you don't know or you are unsure if this is the situation.