

# Medication Policy

## October 2018



Saint Augustine Webster  
Catholic Voluntary Academy



## Mission Statement

### **The school will aim to:**

- develop an awareness of God's love and presence in individual lives and to elicit a response to that;
- help pupils to develop a reasoned set of attitudes, values and beliefs allowing the individual to make sound and moral judgements in the light of personal commitment to the Lord, Jesus Christ;
- make prayer, worship and liturgy valued experiences;
- develop real links with home and parish;
- create caring relationships with all those children and adults who are involved in the school.

This document concerns the administering of medication to children at Saint Augustine Webster Catholic Voluntary Academy

Guidelines for School:

Medicines are strictly controlled in school.

1. The Governors and staff of Saint Augustine Webster Catholic Voluntary Academy wish to ensure that children with medical needs receive proper care and support at school. The Head teacher will accept responsibility in principle for members of the school staff giving or supervising children taking prescribed medication during the school day where those members of staff have volunteered to do so.
2. Medication will only be accepted in school if it has been prescribed by a doctor.
3. All Medication must be accompanied by a completed medication form that is signed by the parent or guardian.
4. One measure of medication must be delivered in its original container and handed directly to the office each day.
5. Each item of medication must be clearly labelled with the following Information:  
Child's name;  
Name of medication;  
Dosage;  
Frequency of dosage;  
Date of dispensing;  
Storage requirements (if important);  
Expiry date.
6. The school will not accept items of medication that are in unlabelled containers.
7. Unless otherwise indicated all medication to be administered in school will be kept in a locked fridge in the Medical Room.
8. The school will keep individual records (times and dates) of all administered medication.
9. If requested, the school will provide parents/guardians with details of when medication has been administered to their child.
10. It is the responsibility of parents/guardian to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.
11. The only form of medication that school allows a child to retain is an

inhaler for asthma.

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

This policy will be reviewed annually.

October 2018

Review date: October 2019