



St. Aidan's Catholic Primary School

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Headteacher: Mrs S A Yates MA IN EDUCATION, NPQH.

Administration of Medication

Saint Aidan's Catholic Primary School has clear guidance on providing care and support and administering medication and first aid at school.

We understand the importance of medication being taken and care received when children are ill or have long term conditions that require ongoing care.

Saint Aidan's Catholic Primary School will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. The school's Governing Body has made sure that there is the appropriate level of insurance and liability cover in place.

We will not give medication to any child without a parent's written consent. Parents/Carers must sign the medical book in the office (or in Early Years if the child is in Nursery or Reception) in order for us to administer the medicine.

Medication may only be administered if prescribed by a healthcare professional. **Medicines bought 'over the counter' will not be administered.** Parents may be permitted to come into school during school hours to administer a single dose of paracetamol or ibuprofen if they feel it is necessary.

Medicines will only be administered at school when it would be detrimental to the child's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours. Therefore we will **endeavour to administer medication** in cases where a child has been instructed to take 4 doses of the prescribed medicine per day.

When administering medication, for example **prescribed** pain relief or antibiotics, we will check the maximum dosage and when the previous dose was given.

We will not accept changes to medication from a parent. Changes to dosage/frequency/amount must come from a Doctor's prescription.

If a child refuses to take their medication we will not force them to do so. Parents will be informed.

We will make sure that a trained member of staff is available to accompany a child with a medical condition on an off-site educational visit and the needs of the child, associated risks and how these are to be managed will be included in the risk assessment for the visit.

Parents/Carers should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.