



St. Wulstan's Catholic Primary School

Medicines in School Policy

Mission Statement

As a Catholic school, St Wulstan's seeks to enable each child to walk in faith with Christ, loving Him and each other. With the help of our families, our parish and our local community, we will do our best to use the gifts that God has given us to make our world a richer place.

Background

There is no legal requirement for staff in schools to administer medicines to pupils but clearly there are times when it would be appropriate to do so. It is essential therefore to ensure the safe storage and administration of medicines and the following procedures must be followed.

- a) Only medicines prescribed by a doctor should be accepted.
- b) Medicines should only be administered following a written request from parents or guardians which clearly states the name and class of the pupil, together with the dose and the time(s) of day at which it should be taken and any special conditions for the storage of the medicine (eg. to be kept in a refrigerator).
- c) Medicines should be clearly marked with the name and class of the pupil, together with the dose and the time(s) of day at which it should be taken.
- d) Medicines should only be accepted by staff if they are brought by the parent or guardian, rather than sent with the pupil and should always be handed into the school Office. Parents may need to be reminded of this.
- e) Medicines should be kept in the locked cupboard in the school office. The key for this cupboard can be found inside the wall in the school off (See note below on Ritalin.) An exception to this rule should be made, however, for medicines provided for emergency treatment such as reliever inhalers for asthmatic pupils, epipens for anaphylaxis or glucose tablets for diabetics, which should be kept close to the pupil(s) concerned for immediate use.

f) Medicines should only be accepted in relatively small quantities (2 or at most 3 days' supply) and note should be taken of any requirements for special storage conditions.

Analgesics

Pain killers (eg. paracetamol, including "junior" forms such as Calpol) must never be administered to pupils, even at the request of parents. They can mask symptoms in the event of injury and it is possible to inadvertently administer too large a dose if a pupil had already taken some without the knowledge of the school (eg. before leaving home). The only exceptions to this are:

- Pupils for whom pain killers have been prescribed, especially those with long-term medical conditions
- Pupils on residential trips, where the amount given must be very carefully monitored by the member of staff administering, taking the same degree of care as a sensible parent would be expected to take.

Controlled drugs, including Ritalin

Drugs based on methylphenidate hydrochloride (which include Ritalin, Concerta XL, Equasym XL) atomoxetine (Strattera), dexamfetamine (Dexedrine) and related amphetamine drugs used for the management of Attention Deficit Hyperactivity Disorder (ADHD) are Class B Controlled Drugs under the Misuse of Drugs Act, 1971 and the Misuse of Drugs Regulations, 1985. It is therefore a legal requirement that:

- The drugs are kept in a locked container inside a locked cupboard (or similar)
- A register of receipt and issue must be kept, with double entry records.

At St Wulstan's this means that:

- The tablets must be kept in locked cash box inside the safe (the key for the safe is kept by Mrs Purcell and Mrs Brown in the School Office and Mrs Savage also has a key)
- The register must be kept with the medication and entries must be made in ink and must not be altered or destroyed.
- Each time new stock is received, it must be entered and signed for by two people.
- Each time a tablet is given, it must be recorded and signed for by two people.
- The dose given, the date and time, the name of the pupil receiving the dose and the number of tablets remaining must be recorded.
- Staff issuing the tablets must observe the child actually taking them.

Signed _____ (Chair of Academy Committee)

Signed _____ (Principal)

Date _____