



# St John's C of E Primary School

## Administering Medicines Policy

School Policy	Prepared by Headteacher
School Staff were consulted on this document	Autumn 2022
It was approved by the Full Governing Body	Autumn 2022
To be reviewed by the Full Governing Body	Autumn 2025

### **Our Vision**

Learn Together • Achieve Together • Celebrate Together

### **Our Mission Statement**

To enable all children to achieve their true potential in a caring Christian community.  
*“and let your light shine.”* Matthew 5:16

### **Our Values**

Respect • Responsibility • Kindness • Truthfulness • Perseverance

## **Introduction**

In line with our vision and mission statement, this school is an inclusive community that supports and welcomes pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out of school) as other children. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

## **Aim**

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy includes:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for administering medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

In all instances the school will do all it can to persuade the parent to come into school to administer medicines.

## **Prescribed Medicines**

Medicines should only be brought in when it is essential and where it is detrimental to a child's health if the medicine is not administered in the school day. Our school will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber. We do not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

## **Controlled drugs**

Some medicines are termed controlled drugs. Where a child is legally entitled to be receiving this medicine, we will administer it. Controlled drugs will be kept in a separate lockable non portable container and only school staff will have access. Access and administration of the controlled drug will be recorded. The administering of controlled drugs will be authorised by the head teacher. Reference should be made to the DfE document Supporting Pupils at School with Medical Conditions 2014 <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> .

## **Non-Prescription Drugs**

Staff should not give non-prescribed drugs to a child unless the written permission slip (appendix A) attached is completed by the parents.

## **Long Term Medical Needs**

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. A care plan must be provided with clear guidance.

## **Administering Medicines**

No child under 16 should be given medicines without written parent consent. A form, available from the school office, must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will not be teaching members of staff but support staff who are:

- Willing to perform such tasks; or
- Trained where necessary for the task

If in doubt, do not administer medicines without contacting parents or the medical practitioner.

A record must be kept in a written form each time medicines are given.

## **Self-Management**

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma.

## **Record Keeping**

Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear. A written record of medicines administered will be kept in the first aid room and a first aid slip will be given to the child to take home with full details written on it for the parent/carers information. A copy of the consent form will also be kept in the office.

## **Sharing information**

If a child has an ongoing medical need, the class teacher must be made aware of this by the school office. There is a Child Welfare Board that displays medical needs of individual pupils displayed in the staff room and first aid room.

## **Educational Visits**

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines will be in the safe care of a nominated member of staff. This person should be the one who is willing to carry out this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit.

## **Sporting Activities**

Staff should be aware of the medical needs of the children and adapt sporting activities to ensure that the lesson is suitable to each child's needs. Asthma relievers may be taken to the field.

## **The Governing Body**

The Governing body will have a nominated Health and Safety governor who will ensure the procedures highlighted in this policy are carried out.

## **The Headteacher**

The Headteacher will ensure that all staff receive appropriate support and training and are aware of this policy. The Head Teacher will inform the parents of the policy and its implications for them. In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the community nursing team or some such medical advisor.

## **Teachers and Other Staff**

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.

## **Storing Medicines**

Medicines should be:

- stored away from children
- be in their original containers
- refrigerated were necessary
- have original clear instructions with the medicine

Emergency medicines such as asthma inhalers and epi-pens should **not** be kept locked away.



## Appendix A - Parental agreement



### St John's CE Primary School Adminstrating Medicine Parent / Carer Form

**The school will not give your child medicine unless you complete and sign this form.**

Name of Child:

Class:

Medical condition/illness:

**Medicine. Please note that Medicines need to be in the original container.**

Name/Type of Medicine (as described on the container):

Dosage and method:

Timing:

Are there any side effects that the school needs to know about?

#### **Parent/Carer Contact Details**

Name:

Daytime Telephone No:

Relationship to Child:

Address:

*I understand that I must deliver the medicine personally to the office and accept that this is a service that the school is not obliged to undertake.*

*I understand that I must notify the school of any changes in writing.*

Date:

Parent/Carer Signature(s):

Relationship to child: