



“So in everything, do to others what you would have them do to you” motivates us to use our values in all aspects of our life.

This policy has been written, reviewed, and applied with our values of courage, perseverance, and respect at its heart

St Michael's C E Primary School Administration of Medicines Policy

Introduction

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have chronic medical conditions and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Aims of this Policy

- To explain our procedures for managing prescription medicines which may need to be taken during the school day
- To explain our procedures for managing prescription medicines on school trips
- To outline the roles and responsibilities for the administration of prescription medicines

Legal Requirements

There is no legal duty that requires any member of school staff to administer medicines.

Prescribed Medicines

Medicines should only be taken to school when essential; that is, when medically qualified staff have determined that it would be detrimental to a child's health if the medicine was not administered during the school day.

Staff at St Michael's C E Primary School will only administer medicines prescribed by a suitably authorised doctor, dentist, nurse or pharmacist.

Medicines will only be accepted in the original container as dispensed by the pharmacist, and should include the prescriber's instructions for administration. We will only be able to administer prescribed medicine if the dosage is 4 times per day or if the prescriber's instructions state times within the pupil's working day at school.

Children with Asthma

Children who have inhalers must have them available where necessary. Inhalers will be kept in a safe but accessible place within the child's classroom. Depending on the needs of the individual, inhalers will be taken to all physical activities and on school trips. Inhalers must be labelled and include guidelines on administration.



It is the responsibility of parents/carers to check the condition of inhalers and ensure that they are working, in date, and contain the necessary therapeutic dose. (A usage log will be kept in the classroom with the inhaler.)

Non-prescription Medicines

We will not routinely administer medicines that have not been prescribed by a doctor, dentist, nurse or pharmacist. Whenever possible, such medicines will need to be administered by the parent/carer. If it is not possible for non-prescription medicines to be administered by the parent/carer and it is needed by the child to manage pain, then staff will only administer it if there is specific prior written permission from the parents/carers.

Non-prescription medicines will only be accepted if they are in the original container and in date. Children will not be given Aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

Children with Severe Allergies

Prescribed Adrenaline pens for children with severe allergies will be kept in the school office in an unlocked drawer marked 'Emergency Packs' so that they are available at ALL times in the event of an emergency. Each child will have a clearly labelled pack which will contain their Adrenaline pens, Piriton (if prescribed), and their emergency care plan. Relevant staff will be trained annually in the administration of Adrenaline pens.

It is the responsibility of parents/carers to regularly check the condition of Adrenaline pens and ensure that they are still in date.

Storage of Medicines

All medicines should be delivered to the school office by the parent/carer. In no circumstances should medicines be left in a child's possession. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the staff room fridge (if refrigeration is required) or in the child's classrooms. All medicines must be stored in the supplied container and be clearly labelled with the name of the child, the name and dose of the medicine, and the frequency of administration.

Disposal of Medicines

Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should collect medicines before expiry and replace with a new prescription where applicable.

Trips and Outings

Children with medical needs are given the same opportunities as other children. Staff will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The school visit co-ordinator will be responsible for tabulating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medicine on a given trip/outing.

Roles and Responsibilities



Parent/Carer

- Should give sufficient information about their child's medical needs if treatment or special care is required (see appendix 1).
- Must deliver all medicines to the school office in person.
- Must complete and sign the parental agreement form (see appendix 2).
- Must keep staff informed of changes to prescribed medicines.
- Must ensure medicines held by staff are in date – particularly emergency medication, such as adrenaline pens.

School Business Manager

- Must ensure that the school's policy on the administration of medicines is implemented.
- Must confirm that there are members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- Must ensure that staff receive support and appropriate training where necessary.
- Must ensure that staff training in the administration of adrenaline and Piriton receive refresher training every two years maximum or in the event of a changed administration process or system.
- Must share information, as appropriate, about a child's medical needs with due consideration to confidentiality.
- Must ensure that parents are aware of the school's policy on the administration of medicines.
- Must ensure that any proposed changes to the policy are brought to the attention of parents of children with an Individual Healthcare Plan.
- Must ensure that medicines are stored correctly.

Staff

- Must, on receipt of medicines, check the child's name, prescribed dose, expiry date, and written instructions provided by the prescriber.
- Must ensure that the parent/carers completes a consent form for the administration of medicines following the prescriber's instruction.
- Must ensure that a second member of staff is present when medicines are administered, where possible.
- Must complete the 'administration of medicines' record sheet each time medication is given.
- Must ensure that parents are informed of any incident involving the administration of medication e.g. allergy or asthma attacks.
- Must ensure that medicines are returned to parents/carers for safe disposal.

Refusal of Medicines

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents or nominated carers immediately or as soon as is reasonably possible.

Record Keeping

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that the pharmacist's printed label includes details of:

- Name of the child
 - Name of the medicine
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Cultivating Respect, Persevering, and Learning with Courage

- Dose
- Method of administration
- Time and frequency of administration
- Any potential side effects
- Expiry date

A parental agreement form (see appendix 2) must be completed and signed by the parent, before medicines can be administered.

At the time of administering medicines, the member of staff must complete the medicines record sheet. No medication should be given unless it has been checked by a second adult.

Confidentiality

The head and staff should always treat medical information confidentially, but the school business manager should ensure necessary, up-to-date information is communicated to staff as necessary.

Related Policies

For more information, see the Health and Safety and First Aid policies.

Date adopted by the Governors June 2024

Date of next review July 2025

Signed: *H. Leyshon-Brady* *Headteacher*

Signed: *Chair of Governors*