



St John Fisher RC Primary

ADMINISTERING MEDICINES POLICY

MISSION STATEMENT

**Love Jesus, love learning,
Inspiring each other to be the best that we can be.**

OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures.

OBJECTIVES

- To keep medication safe in school.
- To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
- To make safe provisions for the supervision and administration of medication in school time.

STRATEGIES

Procedures for Taking Prescription Drugs

Medicines should only be taken to school when essential; this is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber for four or more doses a day.

Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

The school will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies that enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken 3 times a day could be taken in the morning, after school hours and at bedtime. The Medicines Standard of the National Service Framework (NSF) for Children recommends that a range of options are explored including:

- Prescribers consider the use of medicines that need to be administered only once or twice a day (where appropriate) for children and young people so that they can be taken outside school hours.
- Prescribers consider providing 2 prescriptions, where appropriate and practicable, for a child's medicine: one for home and one for use in school, avoiding the need for repackaging or re-labelling of medicines by parents.

Non-Prescription Medicines

Staff should never give non-prescribed medicine to a child unless there is a specific prior written permission from parents and this is approved by the Headteacher. Criteria, in the national standards for under 8s day care providers, make it clear that non-prescription medicines should not normally be administered. If a child

suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Roles and Responsibility of Staff Managing Administrations of Medicines

Headteacher – the Headteacher should make sure that all parents and all staff are aware of the policy and procedures for dealing with medical needs. The Headteacher should also make sure that the appropriate systems for information sharing are followed. The policy should make it clear that parents should keep children at home when they are acutely unwell. The policy should also cover the approach to taking medicines at school.

Teachers and Other Staff - Staff with children with medical needs in their class or group should be informed about the nature of the condition, and when and where the children may need extra attention. The child's parents and health professionals should provide this information.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when a member of staff responsible is absent or unavailable.

Parental Responsibilities

Parents must complete the form for the administration of medicine, located at the office and return to the Headteacher when they wish the school to supervise or administer medication.

Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.

Storing Medicines

Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container as dispensed. Staff should ensure that the supplied container is clearly labelled with the child's name, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container.

The Headteacher is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away. A few medicines need to be refrigerated. They can be kept in the refrigerator in the staffroom containing food and should be clearly labelled.

Record Keeping

Parents should tell the school about the medicine their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in their original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Administering Medicines

Any member of staff giving medicines to a child should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container
- That written permission has been given by the parent and that the Headteacher has given written permission for the medicine to be given.

If in doubt about any procedure staff should not administer the medicine but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to

a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.

The school will also arrange for staff to complete and sign a record each time they give medicine to a child. Good records help demonstrate that staff have exercised a duty of care.

School Staff Administering Medicines

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate guidance and training.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs.

The school needs to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written healthcare plan for such children, involving parents and relevant health professionals. This can include:

- Details of a child's condition
- Special requirement e.g. dietary needs, pre-activity precautions
- Any side effects of medicines
- What constitutes an emergency
- What action to be taken in an emergency
- What not to do in an emergency
- Who to contact in the event of an emergency
- The role staff can play

IT IS THE PARENTS RESPONSIBILITY TO PROVIDE THIS CARE PLAN

Emergency Procedures

Other children should know what to do in the event of an emergency, such as telling a member of staff. All staff should know how to call the emergency services.

A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives.

Staff should never take children to hospital in their own car; it is safer to call an ambulance.

EXTRACT FROM OUR PROSPECTUS

MEDICINES IN SCHOOL

*It is obviously very dangerous for children to bring any medicines into school. Only medicine which is prescribed by the doctor for **MORE** than three doses can be given at school. However, if a parent or other family member is available, they are welcome to come to school, at a convenient time, to administer the medicine themselves. If medication must be administered in school then in **ALL** cases an authorisation form should be completed. Forms are available at the school office and must be completed before medicine can be left in school. There are some medical conditions (e.g. asthma) which require children to take medication regularly. Please make sure that the class teacher is fully aware of this situation and that any medication is given in at the School Office for safe keeping (clearly marked with name and dosage). Please **DO NOT** send your child to school with any unprescribed medication, throat lozenges etc.*

OUTCOMES

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

Document history

Date	Amendments
January 2015	Original document.
September 2017	Reviewed
September 2019	Reviewed
September 2021	Reviewed
September 2023	Reviewed
September 2025	Reviewed