St Mary's Catholic Primary School

Achieving Ambitions

ADMINISTRATION OF MEDICINES POLICY

We guide our pupils on to the path to achieving their ambitions.

On their journey, they **Love** *one another,* **Learn** *to achieve excellence,* **Laugh** *through enriching experiences and* **Live** *life to the full.*

Drafted by	Senior Leadership Team
Approved by Governors	Not Required
Reviewed	Autumn 2024
Next Reviewed	Autumn 2026

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, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most children with medical needs can attend school regularly and take part in normal activities, sometimes with some support. However, staff need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

A safe and secure storage provision for pupil's medication is provided. At St. Mary's the medicines are kept in a First Aid Box in the office, which is locked. Medicines administered are recorded by the person who administers them.

- A minimal first-aid pack is provided for each member of staff who is on duty.
- The Photocopying Room is the designated area for first aid although a first aider is situated in the Enrichment Room during break times. During lunch time First Aid, where possible is administered outside on the playground near the hall

Administration of Medication

As a school we do not administer medicines. e.g. Calpol as a standard practice however under exceptional circumstances requests will be assessed on a case by case basis. The parent or carer MUST prescribe the medicine for each occasion it is administered - this may be in a phone call as long as there is also written permission on file see appendix A. This is to prevent accidental overdose when the child returns home. If a non-prescribed medicine is administered to a child, it should be recorded on the attached form. A text will also be sent to the parents stating the following:

Text – Your child has just been administered their medication

If a child suffers regularly from frequent or acute pain the parents and carers should be encouraged to refer the matter to the child's GP. These occurrences will be recorded in the first aid book.

The Head of School will then assess whether it is practical, safe and appropriate to administer medicines. In these rare occasions, the measures outlined in this policy will be followed.

The school will aim to administer medicines to children within a safe and supportive environment this will be checked by two members of staff. A caring attitude based on knowledge of the medicine and the individual needs of each child should be considered and may involve additional training for those members of staff involved. This also applies to assistance with surgical appliances, (e.g. artificial limbs) and medical aids (e.g. hearing aids etc.). Wherever possible, children will self-administer inhalant for asthma (see Asthma and Inhaler Policy).

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. All staff have the right to refuse to administer medicines or to apply invasive procedures unless it forms part of their role. Those staff who are prepared to undertake these procedures MUST receive the appropriate training. Of course, swift action needs to be taken by any member of staff to assist any child in an emergency.

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages based only on parental/carer instructions. The instructions on the label from the prescriber are the only instructions we can accept.

Written parental/carer consent must be given for staff to administer any treatment and this is filed in the medical room. 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

Children's asthma medication is kept in the cupboard in the photocopying room (the key for this can be found in next to the cupboard). For PE, the teacher can collect inhalers from the cupboard to take out with the class.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations - some may be prescribed as medication for use by children, e.g. methylphenidate (Ritalin).

Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

We keep controlled drugs in a locked box which all staff have access to. Any medicine that is brought into school by a member of staff (including paracetamol) must either be kept in a locked draw or box or in their bang zipped up in the staffroom.

A controlled drug, as with all medicines, should be returned to the parent/carer when no longer required to arrange for safe disposal.

Educational Visits

It is good practice to encourage children with medical needs to participate in safely managed visits. Staff consider what reasonable adjustments they can make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent/carer or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should seek parental/carer views and medical advice from the school health service or the child's GP.

Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and contact the parent. The procedures may either be set out in the policy or in an individual child's health care plan. Parents and carers should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, our emergency procedures should be followed.

Intimate Care

If a child soils themselves they are treated with kindness, taken to the toilet given clean under wear/clothes and wipes to clean themselves and a bag to put their soiled clothes in. The class teacher will inform the parents sensitively at the end of the day of the soiling. If the child is at after school club, they will be informed by phone.

First Aid Training

Trained to First Aid at Work (3 day course):

Name	Expiry
Mr Gendre	18th January 2027
Mr Allen	25th April 2027
Mrs Scott	3rd October 2027

Trained to EYFS Standard (Paediatric First Aid 2 day course):

Name	**Expiry**
Miss Lucy	24th February 2026
Mrs Charlie	24th February 2026
Mr Allen	25th April 2027
Mrs Scott	3rd October 2027

Emergency First Aid (1 day course):

Name	**Expiry**
Miss Alice	11th February 2028
Mr Clarke	11th February 2028
Mrs Clayton	11th February 2028
Mrs Crookston	11th February 2028
Mrs Evans	11th February 2028
Mrs Grey	11th February 2028
Mrs Grice	11th February 2028
Mrs Haestier	11th February 2028
Mrs Haymes	11th February 2028
Miss Henderson	11th February 2028
Mrs Lloyd	11th February 2028
Miss Mulholland	11th February 2028
Mrs O'Leary	11th February 2028
Mrs Parslow	11th February 2028
Mrs Parsons	11th February 2028
Mrs Pettet	11th February 2028
Miss Roberts	11th February 2028
Mr Robertson	11th February 2028
Miss Rowan	7th April 2025
Mrs Ryan	11th February 2028
Mrs Scoles	11th February 2028
Miss Tucker	11th February 2028
Miss Savage	11th February 2028

Appendix A **Parental Consent Form**

TO BE COMPLETED BY THE PARENT/GUARDIAN OF ANY CHILD TO WHOM DRUGS MAY BE ADMINISTERED UNDER THE SUPERVISION OF SCHOOL STAFF.

If you need help to complete this form, please contact the School or the Health Visitor attached to your doctor's surgery. Please complete in block letters.

Name of Child		**Doctor's Name**	
Date of Birth		**Doctor's Phone No.**	
School		**Doctor's 24hour contact No.**	
Home Address		**Doctor's Address**	

The Doctor has prescribed (as follows) for my child:

a) Regularly:

Name of Drug/ Medicine to be given	**How Often (e.g lunchtime, after food?)**	**How much (e.g. half a teaspoon? 1 tablet?)**

b) In special circumstances:

Describe what circumstances, and the nature and dosage of the prescribed medicine or treatment)

c) Special Procedures

Describe what circumstances, nature of dosage, procedures to be carried out, amount of food and frequency (including Administration of Rectal Valium (Diazapam), assistance with catheters, equipment for tracheostomies and tube feeding)

I request that the treatment be given in accordance with the above information by a responsible member of the school staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs, medicines or foods in properly labelled containers and keep the school informed of any material facts or information which may affect medication being given to the child.

I accept that whilst my child is in the care of the School, the School staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signed (Parent/Guardian):	
Home telephone number:	
Daytime telephone number	
Date:	

Alternative contact: Name:	
Relationship to child:	
Phone number:	

I undertake to provide advice if any changes in medication/medical procedures are necessary.

Name of Doctor/Consultant Paediatrician:	
Signature:	
Date:	

School Office use only :

Date medicine handed back to parent :	
By staff member :	