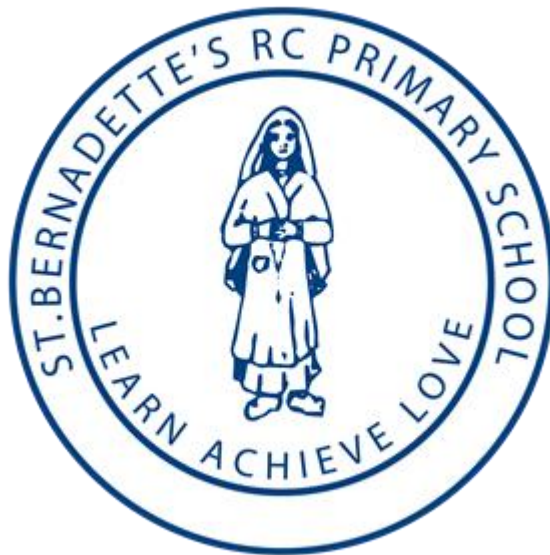


St. Bernadette's RC **Primary School**



Administering Medicines **Policy**

Reviewed - November 2024

Review – September 2026

OVERVIEW

St Bernadette's RCP School defines "prescription medication" as any drug or device prescribed by a doctor or other appropriately qualified health care professionals. Where pupils have been prescribed medication, 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.

The Headteacher

- The Headteacher is responsible for the day-to-day implementation and management of the Administering Medication Policy and relevant procedures of St Bernadette's RCP School.
- The Headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.
- If a pupil is sent to hospital, the Headteacher will ensure that at least one member of staff will accompany the pupil until their parent/carer has arrived.

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.
- All staff should know how to call the emergency services.
- If a staff member is required to take a child to hospital in their own car; we will ensure that they hold the correct level of insurance (Business) to have a child as a passenger

Parents/Carers

- Parents/carers are expected to keep the school informed about any changes to their child/children's health.

- Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school.
- Parents/carers are expected to complete an inhaler consent form/Asthma card prior to bringing an inhaler into school. These are available in the school office.

Pupils

- Children should know what to do in the event of an emergency, such as telling a member of staff.

MEDICATION

- Prior to staff members administering any medication, the parents/carers of the pupil must complete and sign a medication administration form (appendix A).
- No pupil will be given medicines without written parental consent.
- Under no circumstance will a pupil be given aspirin unless there is evidence that it has been prescribed by a doctor.
- Medicines must be in date, labelled, and provided in the original container with dosage instructions.
- Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.
- In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and pupils.
- Any medications left over at the end of the course will be returned to the pupil's parent/carer.
- Written records will be kept for any medication administered to pupils.
- If a pupil refuses to take their medication, staff will not force them to do so, but will contact the child's parent/carer to inform them.

St Bernadette's RCP School cannot be held responsible for side effects which occur when medication is taken correctly.

CONTROLLED DRUGS

Controlled medication e.g. Ritalin should be stored in a secure area away from other pupils who could have access. This medication must be provided by staff who are suitably trained, and staff should ensure that the medication is taken. Any concerns should be raised to the SEND and the parents.

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 Head 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.

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 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.

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. 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 must be taken out of school hours i.e. 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 relabelling of medicines by parents.

NON-PRESCRIPTION MEDICINES

Staff

Staff should never give non-prescribed medicine to a child (e.g. Piriton for Hay fever) 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.

Parents/Carers

Parents **must not** send their child to school with any un-prescribed medication, throat lozenges etc.

INDIVIDUAL HEALTHCARE PLANS/ LONG TERM MEDICAL NEEDS

Please refer to the Supporting Pupils with Medical Conditions policy.

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.

Please see Medical Consent form below.

Next review date – September 2026



St Bernadette's RC Primary School

Medication Consent Form

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that the school staff can administer the medication. School can only administer medication which has been prescribed 4 times a day.

DETAILS OF PUPIL

Surname:	Male/Female:
Forename:	Date of birth:
Condition or illness:	Class:

MEDICATION

Name/type of medication (as described on the container)	
Dosage and method	
Timing	
Special precautions/other instructions	
Self-Administration	Yes/No
Procedures to take in an emergency	
How long will your child take this medication	
Prescribed by Doctor	Yes/No
Date dispensed	

NB: Medicines must be in the original container as dispensed by the pharmacy

CONTACT DETAILS

Name	
Phone number	
Relationship to Pupil	
Address	

I understand that I must deliver the medicine personally to a member of staff in the office and I accept that this is a service which the school is not obliged to undertake. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Date

Signature.....

Record of medicine administered to an individual child

Name of school	St Bernadette's RCP School
Name of child	
Date medicine provided by parent/carer	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Date					
Time given					
Dose given					
Staff name					
Staff signature					

Date					
Time given					
Dose given					
Staff name					
Staff signature					