

# Administering Medicine Policy



The Governing Board and staff of St Mary's Catholic Primary School wish to ensure that pupils with medication needs receive appropriate care and support at school. **If possible, medication should always be administered at home. In exceptional circumstances, school will support the administering of medication under strict guidelines.**

The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking medication during the school day where those members of staff have volunteered to do so.

**Please note that parents should keep their children at home if acutely unwell, infectious or have been advised to do so by a doctor or Healthcare practitioner.**

Parents/Carers are responsible for providing the Headteacher with information regarding the pupil's condition and medication.

Medication will not be accepted in school without complete written and signed instructions from the parent/carer.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four-six weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents/carers should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the School Office, in normal circumstances by the parent/carer, in **a secure and labelled container as originally dispensed**.

Please complete Annex A and pass this document, together with the medication, to the School Office,

**The school will not accept items of medication in unlabelled containers.**

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet or in school fridge.

The school will keep records, which they will have available for parents/carers, if requested.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents/carers of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased.

It is the responsibility of parents/carers to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions. A letter confirming change of dosage from a medical practitioner is required.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each school year. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Headteacher or designated member of the Leadership team, will ensure that an Individual Healthcare Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/Carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.

*Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service, or other specialist Health practitioners.*

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required.

All staff will be made aware of the procedures to be followed in the event of an emergency.

*The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education's [statutory guidance on supporting pupils at school with medical conditions](#).*

Do	Do not
<p>✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so</p> <p>✓ Check the maximum dosage and when the previous dosage was taken before administering medicine</p> <p>✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it</p> <p>✓ Inform Parents/Carers if their child has received medicine or been unwell at school</p> <p>Store medicine safely</p> <p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	<p>✗ Give prescription medicines or undertake healthcare procedures without appropriate training</p> <p>✗ Accept medicines unless they are in date, labelled, in the original container and accompanied by instructions</p> <p>✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances</p> <p>✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor</p> <p>✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers</p> <p>✗ Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their Parents/Carers</p>

## Appendix A - Parental agreement for school to administer medicine

The school **will not give** your child medicine unless you complete and sign this form. The school has a policy that the staff can administer medicine.

Name of school	St Mary's Catholic Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	

### Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

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.

Print name \_\_\_\_\_ Signature(s) \_\_\_\_\_ Date \_\_\_\_\_