



Stanley St Andrew's Church of England Primary School

Administration of Medicines in School Policy

As a church school we believe that every person, every child, and every adult is unique and special with God given gifts and talents which is our job to nurture and cherish.

Staff and Governors understand that there will be occasions when it is necessary for children to take medication at school. School follows the guidelines and code of practice published by Derbyshire County Council to ensure that medicines are administered safely.

The following points are emphasised to parents:

- Pupils who are unwell should NOT be sent to school. However, we appreciate that there may be certain ailments which would not stop a child attending school and we rely on our parents to make this judgment.
- If you have given your child any medicine before they come to school, including any over the counter medicine such as liquid paracetamol and hay fever relief tablets, please let us know so that we can monitor them in school.
- If you are giving your child a new medicine for the first time, ideally this should be given when the child is not in school so that you can monitor how your child reacts to the drug.
- Doctors may advise that children, who need to take prescribed medication, can attend school, usually in the following circumstances:
 - because they are suffering from a chronic illness or allergy, or
 - when they are recovering from a short-term illness but are required to complete a course of prescribed treatment.
- To minimise the need to take medication at school, parents should:
 - be aware that a three times daily dosage can usually be spaced out evenly throughout the day and does not necessarily have to be taken at lunchtime, and
 - ask the doctor if it is possible to adjust the medication to avoid school times.
- Parents are responsible for the administration of medicines to their children. This means that if a child needs a dose of medicine at lunchtime, the parent should where possible, come to school to administer it. If this is not possible, the school will administer the medication under the following circumstances:
 - the medicine has been prescribed by a doctor, and
 - the medicine is clearly labelled and is accompanied by administration and storage instructions, and
 - the medicine is sent with a completed authorisation form (available on the school website or from the school office).

- The school will NOT administer medicines under the following circumstances:
 - it is the first dose of a medicine that is new to the child.

Non-Prescriptions Medicines

- As a general rule the school will not administer medicine that is non-prescription (has been bought over the counter without a prescription). Examples of this would be antihistamines and liquid paracetamol or ibuprofen. However, an exception may be made to administer non-prescription medicines at the discretion of the Head teacher.
- Parents must seek permission from the headteacher before sending any non-prescription medicines into school. If permission is granted, the same rules for prescription medicine will be applied.

Bringing Medicines into School

- All medication along with a completed authorisation form should be handed to a member of school staff by the parent when the child is brought into school. The member of staff will then hand this to the school administrator. Parents must not send medicine in with their child to hand over any medicine.
- Medicines will be stored in the medical cupboard unless they need to be refrigerated in which case, they will be stored in the staff room fridge.
- It is the responsibility of parents to ensure that medicine is collected from school at the end of the school day and this needs to be collected by an adult.

Procedures for Administering Medicines in School:

- All members of staff can administer medicines.
- The headteacher will ensure that staff are confident, and where necessary trained, to undertake the administration of medicines.
- The staff member giving any medicine will ensure that the medicines to be administered:
 - has been prescribed by a doctor.
 - is clearly labelled and accompanied by administration and storage instructions.
 - is sent with a completed authorisation form.
- The designated staff member will carry out the following checks:
 - Is this the right person for this medicine?
 - Is it the correct medicine and do the label instructions match up with the instructions on the written consent?
 - Does the label state the same dosage as the written on the authorisation form?
 - Is this the correct time for the medicine to be given?
 - How should the medicine be administered?
 - Is the medicine in date?

- Once administered, the dosage, time and date of administration will be recorded on the authorisation form which should be kept with the medicine. Parents are asked to continue to complete this form at home and return it to school with the medicine for as long as it was required.
- When the last dose required to be given by school has been administered, the form should be handed to the school office by the staff member who has administered this dose. Completed authorisation forms will be retained by the school for a period of one year.

Inhalers

- Inhalers will be kept in the classroom of the child for whom they are prescribed.
- Inhalers for children should be kept out of the reach of pupils, but within easy reach of adults to ensure they are easily accessible should they be required.
- All staff will be aware of the location of inhalers within each classroom and the pupils that are prescribed these.
- Inhalers must be clearly labelled with the child's name and must be identified as a 'reliever' or a 'preventer'.
- Children are encouraged to take their inhalers outside during playtime and lunchtime. Inhalers for infant class children should be taken out in a small bag.
- Inhalers **must** be taken on all trips off site ie. Church, village walk and school trips and it is the class teacher's responsibility to ensure that this happens.
- In circumstances where a child requires assistance to use an inhaler, parents should liaise with the class teacher to make the appropriate arrangements.
- Where the pupil is deemed to have the competency to keep and administer their own rescue medications the school will encourage and support them to do so.

EpiPens

- EpiPens will be kept in the classroom of the child for whom they are prescribed.
- EpiPens will be kept out of the reach of pupils, but within easy reach of adults to ensure they are easily accessible should they be required.
- All staff will be aware of the location of EpiPens within each classroom and the pupils that are prescribed these.
- It is the responsibility of parents to ensure that their child has the correct dosage EpiPen in school.
- It is the responsibility of parents to be aware of the expiry date of their child's EpiPens held in school, and to provide new EpiPens when the expiry date has been reached.

In other special circumstances, medicine will only be administered after specific advice and training is sought, and in line with the Derbyshire LA Guidelines.

Complex Health Needs

Pupils with complex health needs will have an individual treatment plan. This will specify exactly how and when medicines should be administered and what training is required. The school will follow the guidance in the County Council "Administration of medicines and associated complex health procedures for children" guidance and will also comply with the codes of practice relating to specific individual medical conditions contained within their document.

Communication of Policy

The school will ensure parents are made aware of this policy at the start of each year and are reminded of them periodically via the school newsletter.

Policy Review

This policy was approved for use by the governing body on 27 November 2023. .

This policy will be reviewed every three years in accordance with our schools' policy delegation schedule.

We will review this policy earlier than the scheduled review date should there be any change in guidance or legislation related to this policy or should we feel that an earlier review is necessary.

Related Policies:

Supporting Children with Medical Needs
Allergen and Anaphylaxis Policy