



# Goodrich Church of England Primary School

**Administering Medicines Policy**  
**Date: September 2016**

**Head teacher: Mrs. Karen Miles**  
**Governor: Mr. Neil Crofts**  
**Review: September 2018**

## ADMINISTERING MEDICINES POLICY

### To be read in conjunction with Supporting Pupils with Medical Conditions Policy

#### 1. AIMS OF THIS POLICY STATEMENT

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Even if they have improved, children may not return to school for at least 48 hours into a course of antibiotics.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

#### 2. PRESCRIPTION MEDICINES

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to the school office by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the child's name and class number;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the staff member on the medicine form in the medical room;

**Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer. In exceptional situations we will accept telephone consent.**

#### 3. NON-PRESCRIPTION MEDICINES

- We will also administer non-prescription medicines if there is a compelling reason, for example, seasonal use of anti-histamines. They must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above;
- They should be clearly marked with the child's name and class name;
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the office and taken under the supervision of an adult;
- Any non-prescription medicine administered will also be recorded by the staff member on the medicine form in the medical room;
- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a child should be at home. If advised of a complaint which can be eased by pain relief and allow them to function at school, parents will complete a medicine form in person or occasionally by phone.
- We do not allow cough sweets in school.

#### **4. ROLES AND RESPONSIBILITIES OF SCHOOL STAFF**

- Staff are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- Staff must complete the 'Administering Medicine form' kept in the Medical Room each time medicine is administered within school time;
- Relevant staff will be trained on how to administer Epi pens as required. The most recent training took place on 7th October 2014.

#### **5. PARENTS' RESPONSIBILITY**

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;
- Primary school children may be able to manage their own medication, under adult, supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epi pens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

#### **6. LONG-TERM AND COMPLEX NEEDS**

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

#### **7. SAFE STORAGE OF MEDICINES.**

The school is responsible for ensuring that all medicines are stored safely;

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;
- All medicines are stored securely in the medical room (locked) or, if appropriate, in the fridge with access only for staff;
- Asthma reliever inhalers are kept in classes, in order to enable easy access.
- Epi pens are not kept in a locked cupboard to ensure swift and easy access: they are in the Medical Room; Individual names are shown clearly in large black writing on each epi pen;
- Where medicines need to be refrigerated they will be kept in the Medical Room fridge;

#### **8. MANAGING MEDICINES ON SCHOOL TRIPS**

On school visits the teacher is responsible for taking the class medicine e.g. asthma pump, Epi pen, enzymes, eczema cream etc. with them. They may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure.

## ADMINISTERING MEDICINES



Pupil Name \_\_\_\_\_

Class \_\_\_\_\_

Medicine to be administered

\_\_\_\_\_

Storage information \_\_\_\_\_

Dose \_\_\_\_\_

Time \_\_\_\_\_

Reason for medication

\_\_\_\_\_

Signed \_\_\_\_\_

Print \_\_\_\_\_

Relationship to pupil \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Administered

Date	Time	Who	How much	Comment