



ADMINISTRATION OF MEDICINES POLICY

MISSION STATEMENT

This is our school St Werburgh's and St Columba's

A place to be inspired, be accepted, be yourself and be
unique.

Be able to grow spiritually, academically and morally.

Be able to contribute to the community and be a responsible
global citizen.

Be able to reach for the stars and fulfil your potential.

A place providing an excellent Catholic education for
everyone.

Where we belong, where everyone belongs.

Date: 25/1/2024
Review: Autumn 2026

Policy on the Administration of Medicines in School

Rationale

The administration of medicines is the responsibility of parents/carers. There is no legal or contractual duty on staff to administer any type of medication or supervise a child taking it. Children who are generally unwell should not be in school and should not return until they are able to participate in the full curriculum and will not pass the illness on to others.

These revised guidelines have been produced to support staff who undertake the administration of medicines and to enable staff to act in an emergency. Refer to Cheshire West and Chester, "The Administration of Medicines in Educational Establishments," revised March 2011.

Guidelines

1. Medicines likely to be brought to School.

Non prescribed / Prescribed Medicines

If a child needs medicine it is the responsibility of the parent to administer that medicine to the child. If the child requires 2 or 3 doses, parents should administer medicines outside school hours, where appropriate. The school will make available facilities for any parent who has to come to school during the school day to administer an antibiotic, a painkiller or other medicine. If a parent is unable to administer the medicine the school should receive a written request from the parent giving clear instructions regarding required dosage. A doctor's or (Health Professional's) note should be received to the effect that it is necessary for the medicine to be administered during school hours. The form should be completed by the parent whenever a request is made for the medicine to be administered on each and every occasion. This request should be reviewed each term.

Staff will not give non-prescribed medicine unless there is a specific written agreement from parents accompanied by a doctor's or (Health Professional's) note.

Maintenance Drugs

A child may be on a medication for conditions such as fits, diabetes, hayfever or cystic fibrosis – the school will administer such drugs as prescribed by the doctor, with a letter from the doctor and written parental consent. There are forms available in school and on the web site. The medicines must be brought into school by the parent and be left in the Headteacher's office / Staffroom fridge. Where possible the smallest amount should be brought in.

It is good practice to support and encourage children, who are able, to take responsibility to manage their own maintenance medicines from a relative early age and the school should encourage this. This is dependent upon the type and form of medication, e.g. inhalers, epipens and insulin. If children can take medicines themselves, staff may only need to supervise.

It is the responsibility of parents to ensure that medication is not out of date.

Inhalers – A child with asthma may have an inhaler which may need to be given regularly or before exercise, or if the child becomes wheezy. Inhalers will be kept in a basket in the classroom. Ideally doctors could be asked to provide 2 prescriptions, one for home and one for use in school. (See Asthma Policy) **It is the parent's responsibility to check dates on such medicines.** From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Controlled Drugs.

These will be stored in a locked, non portable container and only named staff will have access to it.

Staff should never accept medicines that have been taken out of the container as originally dispensed, or with written changes to the original dose, or make changes to doses on parental instructions.

If a child brings to school any medicine for which the Headteacher has not received written notification, the staff at the school will not be responsible for the medication.

Injured Children

If a child is badly injured in school, staff would take appropriate emergency action and contact parent/carer. If unable to contact parent/carer, a member of staff will then accompany injured child to hospital. (Note:- it is important that emergency contact numbers are up to date).

Staff are trained in first aid and the use of epipens. First Aid notices are displayed around school.

Produced with guidance from DFES document 'Managing Medicines in Schools and Early Years Settings' (March 2005)

Signed: Kathryn Oates Headteacher