

**St Pius X RC Primary School**  
**Managing Medicines in School**

**Aim**

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

**In all instances the school will do all it can to persuade the parent to come into school to administer medicines.**

**Prescribed Medicines**

**We 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 when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours.

On occasion a parent may ask the school to administer medicine to their child during the school day. Parents must give written permission with the exact dosage, time to be given and specific dates. Medicine must have a prescription label on them with the name of the child clearly readable on it.

Parents/carers must ensure that prescribers issue two prescriptions, e.g. Asthma Inhalers, one for home and one for school, thus avoiding the need for repackaging of medicines.

**Non-Prescription Drugs**

Staff should **never** give non-prescribed drugs to a child.

**Long Term Medical Needs**

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. (Reference should be made to the DfES document, Supporting pupils at school

with medical conditions, in order to devise a care plan with appropriate health officials if necessary.) Also school policy Supporting Pupils with a Medical Condition.

### **Administering Medicines**

No child under 16 should be given medicines without written parent consent. Form 3A (see Appendix ) must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will be designated members of staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

**A record must be kept in a written form each time medicines are given.**

### **Self-Management**

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. School medical boxes which contain inhalers are identifiable and accessible for pupils to access easily. See Asthma policy for further information. Other medicines will be stored in a safe place within the school office.

### **Record Keeping**

A written record of medicines administered will be kept in the medical room. A copy of consent form 3A will also be kept in the office.

### **Educational Visits**

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by pupils will be in the safe care of a nominated member of staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit

### **Sporting Activities/ Breaktimes**

Asthma inhalers must be taken to all sporting activities, both inside school and off the school premises. Asthma relievers not self-managed should be taken to the sporting area in the class medical box and be supervised by a member of staff.

Any child requiring an inhaler at break time or lunchtime will remain with a staff member on duty whilst the medical box is located and brought outside to the child.

### **The Head Teacher**

The Head Teacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them. In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse.

### **Teachers and Other Staff**

All staff will be aware of the possible medical risks attached to certain pupils. They will be aware of possible emergency action and emergency contacts. Pupils with life threatening medical conditions have emergency care cards displayed in the staffroom, and in the medical folder held in each child's classroom.

### **Storing Medicines**

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be in the medical room adjacent to the main school office. Emergency medicines such as asthma inhalers and adrenaline pens should be easily accessible

**This policy will be reviewed annually.**

**ST PIUS X RC PRIMARY SCHOOL**

**Parental agreement for school to administer medicine**

The school has a policy that named staff can administer medicine in exceptional circumstances. The school will not give your child medicine unless you complete and sign this form.

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

Medical Condition/Illness: \_\_\_\_\_

**Medicine**

Name/Type of Medicine (as described on the container): \_\_\_\_\_

Dosage and method: \_\_\_\_\_

Timing: \_\_\_\_\_

Dates to administer from & to: From: \_\_\_\_\_ To: \_\_\_\_\_

Are there any side effects that the school needs to know about: \_\_\_\_\_

Reason for request:- \_\_\_\_\_  
Self-administration:- Yes/No (Delete as appropriate) \_\_\_\_\_

**Contact Details**

Name: \_\_\_\_\_

Daytime telephone Number: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

**I understand that I must deliver the medicine personally to the office and accept that this is a service that the school is not obliged to undertake.**

**I understand that I must notify the school/setting of any changes in writing.**

Date: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Relationship to child: \_\_\_\_\_