

St Andrew's C.E. Primary School
Medicines Policy
for supporting all pupils including those with medical conditions



Mission Statement

We believe that St. Andrew's C.E. Primary School exists to provide life's main opportunities for our children guided by and learning from the example and teaching of Jesus Christ.

These opportunities come from an ethos and curriculum that provide maximum learning experiences for each individual child, no matter what their particular learning abilities may be.

We will aspire to a curriculum which results in the enjoyment of learning, children who feel good about themselves and in which everyone can be good at something. We will encourage pupils to show tolerance and respect for each other, set themselves high standards, to take pride in their work and do their best.

We will provide curriculum enrichment activities including first hand experiences, creative opportunities, visits and visitors.

We will offer every child the chance to achieve as much as they are able.

We will achieve high standards for all children, giving them secure foundations for future learning and success in life. work and worship of St. Andrew's Church.

Growing in Faith, Hope and Love

Overview

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special need met to give them fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures for the medications to be kept and administered.

Objectives

1. To keep medication safe in school.
2. To ensure that children who need to take medication whilst they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

Strategy

1. Only medication prescribed by a doctor or authorised health care worker, will be administered in school.
2. Only members of staff that have been trained and authorised by the headteacher may supervise and administer medication. In emergency, the headteacher will make appropriate alternative arrangements. In some circumstances,

as determined by the headteacher, a child's parents or qualified, specialist nursing staff may be asked to visit school to administer the medication.

3. Parents must send written requests to the headteacher when they wish the school to supervise or administer medication. (Appendix 1)

4. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.

5. Medication must be sent into school in its original container.

6. Medication will be kept safely according to the instructions on its container.

7. Where medication needs to be kept in a refrigerator the headteacher will decide how it is to be stored.

8. When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany and support them on such visits and outings.

9. School staff will not force pupils to take medication. If a pupil refuses to take medication parents will be contacted and the emergency services called if necessary.

Procedures

Short Term Medical Needs

- A. Pupils should be kept at home if unwell.
- B. Parents are welcome to come into school during the day to administer medication to their child if, for example, the child has returned to school and is required to complete a course of antibiotics. If the antibiotics prescribed are **4 times a day** and a family member is unavailable to administer, then a member of school staff may give the antibiotics to the child at lunchtime.
- C. Parents should request that their Doctor prescribes *medication to fit around the school day whenever possible*. This includes pupils requiring antibiotics prescribed **3 times a day**. Therefore school need not administer such medicines because they can be given before school, immediately after school and before bedtime. The exception to this rule is when medication is prescribed to be taken immediately before or after food.
- D. When administering medication, school will ensure the '6 Rights' are followed and that this is logged and recorded (These are the Right Child / Medicine / Time / Dose / Method / to refuse) Appendix 2
- E. Homely Medications - Refer to Appendix 3

Emergency Asthma Inhalers

Our protocol is as follows:

- The emergency Salbutamol inhaler is provided by a reputable pharmacy, stored with the first aid cabinet in the main office, monitored by our first aid lead professional, and disposed of in line with the schools Medical Care Policy.
- School has a register of children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which is kept with the emergency inhaler.
- School has written parental consent for use of the emergency inhaler
- Staff are aware that the emergency inhaler is only used by children with asthma with written parental consent for its use
- The appropriate support and training for staff in the use of the emergency inhaler in line with the schools Medical Care Policy.
- Records are kept of the use of the emergency inhaler as required. Parents are informed that their child has used the emergency inhaler
- At least three staff are responsible for ensuring the protocol is followed. These are currently Mrs Ross-Grundy (Level 1 Administering Medication Certification), Mr Charnock and Mrs Lyon (both Level 2 Administering Medication Certification).

Long Term Medical Needs

- It is important that school is informed of any medical needs before a child starts school or as soon as possible following concerns or diagnosis.
- It is important for school to have sufficient medical information to ensure that the pupil's medical needs can be met.
- School will draw up a Health Care Plan with parents and relevant Health Care Professional. Agreement will be reached about the nature and additional level of support and supervision that school can provide.
- Where there is concern about the ability of school to meet particular medical needs, or where expectations go beyond what school considers reasonable, the Head teacher will seek advice from relevant professional which may include the school nurse and the pupil's GP.
- Special arrangements may be made for pupils who attend hospital regularly as in-patients. This may include the Hospital and Home Education Service.

Individual Pupil Health Care Plan

The Health Care Plan will be drawn up in consultation with parents and Health Care Professionals and will include

- Information about the pupil's condition.
- Medication name, dosage and timing.
- Side effects of any medication.
- Particular procedures, dietary needs, precautions.
- What constitutes an emergency for the pupil.
- What to do in an emergency.
- Who to contact in an emergency.

Parents must note:-

Some staff are concerned about administering medication to pupils. **Teaching staff are not required to administer medication or treatment as part of their usual duties.** It is a voluntary role and staff can alter their decision to administer medication or treatment at any time. When it has been agreed to administer medication, every effort will be made to ensure that it is done so in accordance with the prescription requirements but there are occasions when the member of staff who has agreed to administer the medication may not be available to do so due to unforeseen circumstances. It is the responsibility of the parents to ensure that medication is collected at the end of each day. Parents should ensure that all medication is 'in date'. Medical information will be treated confidentially. However, it will be essential to share some information to support the pupil in the most appropriate way. If information is withheld from relevant school staff they cannot be responsible if they act incorrectly in good faith.

Outcomes

The school will do all that it can to ensure that children with medical and special needs will have as little as possible disruption to their education. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

Adopted by the Governing Body March 2025

To be reviewed March 2026

Appendix 1

**St. Andrew's Church of England Primary School
Parental agreement for school to administer medication**

Name of school

Name of child

Date of birth

Class

Medical condition or illness

Name/type of medicine
as described on container

Date dispensed

Expiry date

Dosage and method

Timing

Special precautions

Any side effects

Can child administer this themselves with supervision YES / NO

Procedures to take in emergency

Contact details

Name

Daytime phone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to the Head Teacher (or school administrator)

I understand that this is a service the school is not obliged to undertake

I understand that I must notify school in writing of any changes in medication

I understand that it is my responsibility to ensure medication is taken home at the end of the day

I have read the Medicines Policy via the school website.

Date _____ Signature _____ Parent/Guardian

Appendix 3

Homely Medications

The school keeps its own stock of homely remedies. These include Paracetamol, anti-histamine medicine and bite/ sting relief cream. Children are not allowed to bring medicine into school.

Homely remedies are stored securely in the same way as all other medicines are stored.

The school keeps a record for administration of all medicines, including homely remedies.

The person administering the homely remedy must be relieved from other duties whilst preparing or giving the medicine, to reduce the likelihood of error.

If Homely Medications are requested beyond two days, they must be accompanied by a doctor's prescription **ie labelled** or letter to clarify that the pupil's medical practitioner has prescribed the medication.

The record is the same as set out in Appendix 2

Staff must be wary of routinely giving Paracetamol to children when deciding whether to administer it or not. If a child complains of pain as soon as they arrive at school and asks for painkillers, we will not give Paracetamol straight away.

We will always phone parent/carers to check whether the child may have been given a dose of Paracetamol before coming to school. Many non-prescription remedies contain Paracetamol.

It is recommended that if child has had any pain or cold relief medication in past four hours then Paracetamol is not given.

If Paracetamol is taken soon after taking these remedies, it could cause an unintended overdose. There should be at least four hours between any two doses of Paracetamol containing medicines. No more than four doses of any remedy containing Paracetamol should be taken in any 24 hours.

The member of staff will phone the parent to see whether they give their consent for the homely remedy to be administered.

It is recommended that school should only administer Paracetamol three times in a term to an individual child. If a child requests more than this, parents should be advised to seek medical assessment, unless parents have specifically requested it because of a medical condition for a limited period of time.

Before giving the child Paracetamol

1. The child is first encouraged to get some fresh air/have a drink/something to eat/take a walk/sit in the shade/lie down (as appropriate) and Paracetamol is only considered if these actions do not work.
2. There must be prior written parental consent, with verbal consent from the parent or carer on the day.
3. Only standard Paracetamol may be administered. Combination drugs, which contain other drugs besides Paracetamol, must not be administered.

Administering Paracetamol

1. **Children can only be given one dose of Paracetamol during the school day:** If this does not relieve the pain, contact the parent or the emergency contact.
2. The member of staff administers the paracetamol to the child and makes a record of this.
3. The child should be made aware that Paracetamol should only be taken when absolutely necessary; that it is an ingredient in many cold and headache remedies and that great care should be taken to avoid overdosing.

Paracetamol must not be given:

- Following a head injury
- Where a child is already on some other medication
- Where a child has taken Paracetamol containing medicine within 4 hours

Dosage – please follow manufacturers' guidance on the bottle / packet of the medication.

After giving the child homely remedy medication

Send the child back to class with a note informing the teacher.

If the child improves – send a note home at the end of the school day to inform parents.

If the child does not improve or gets worse – call parents to collect the child.