



# Christ The King Federation

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St Joseph's Catholic Primary School  
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## Administering Medication Policy

### FEDERATION MISSION STATEMENT

*Christ The King Federation is a community called by God to work collaboratively for the common good; providing an environment that nurtures and inspires pupils to realise their potential, as we journey together.*

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment*

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Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies.

### Aims of this policy

- 1 To explain our procedures for managing prescribed medicines which may need to be taken during the school day.
- 2 To explain our procedures for managing prescribed medicines on school trips.
- 3 To outline the roles and responsibilities of school staff.

**THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.**

### Prescribed Medicines

- 1 Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.
- 2 Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- 3 Medicines **MUST** be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- 4 Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime so do not need to be administered in school.
- 5 Medicines that need to be taken four times a day can be administered once during the school day and must be spaced as evenly as possible over a 24 hour period.
- 6 Medication such as paracetamol or aspirin cannot be administered by staff unless prescribed.

## Schedule Two Drugs

These drugs, which include Ritalin, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine. Keys are kept to a minimum and are held only by the School Office.

A register of controlled (schedule two) drugs is kept which records:

- medication provided
  - medication administered
  - the name of the person for whom they were supplied.
  - the name and quantity of the drug/medication supplied
  - the amount administered each time and the amount left each time.
  - the type of medication i.e. tablet/liquid and expiry date.
  - two signatures for each dose of medicine given.
  - two signatures for each time the medications are counted and checked.
- This is done once a week. The second signature is a witness.

Register entries are made in ink and in chronological order.

This register is kept for at least two years from the last entry made.

All pupils with ongoing medical needs have a care plan. This includes pupils with diabetes, Epipen, heart problems, epilepsy and very severe asthma.

## Contacting the Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity and parents/carers informed to accompany the pupil to the hospital if at all possible.

## Children with Asthma

- 1 Children who have inhalers must have an Asthma Health Care Plan completed and in school, stored with the inhaler.
- 2 Children who have inhalers should have them available where necessary.
- 3 Inhalers are kept in a safe, accessible place within the school.
- 4 If necessary inhalers should be taken to all physical activities.
- 5 Inhalers must be labelled with the child's name and guidelines of administration.

It is the responsibility of the school and parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out. No other inhaler other than the reliever inhaler is to be administered in school.

At the end of each summer term all inhalers will be sent home. From September 2024, only inhalers with Asthma Health Care Plans will be accepted in school.

### Allergies

Children who have severe allergies and need epipen medication, such as a nut allergy, will have their medication close to hand at all times.

- 1 The epipen will be the responsibility of the teacher/teaching assistant within their classroom.
- 2 Designated staff will take the medication into the playground at break times and lunchtimes.
- 3 All staff will be made aware of the identity of children who suffer from anaphylaxis.

### Non-prescribed medicines

- 1 We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- 2 Parents/carers are welcome to come into school to administer these medicines to their child.

### Storage of prescribed medicines

- 1 All medicines should be delivered to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession.
- 2 The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.
- 3 All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
- 4 Medicines will usually be kept in the fridge in the office.

- 5 All emergency medicines, such as inhalers or epipens, must be readily available to children and staff and kept in an agreed place in the office or where necessary the classroom.
- 6 Children may carry their own inhalers where appropriate.

### Disposal of medicines

- 1 Staff should not dispose of medicines.
- 2 Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- 3 Parents should collect medicines at the end of the agreed administration time period.

### School Trips and Residentials

Children with medical needs are given the same opportunities as other children at Christ The King Federation. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.

- 1 Risk assessments may be carried out before a trip.
- 2 A member of staff, nominated by the Headteacher, will be responsible for safely storing and administering medication for the duration of the trip / residential and will hand it back to the pupil's parent on return to school.
- 3 Two members of staff will be nominated to have responsibility for the administration of medication.
- 4 Non prescribed medication that is taken by pupils to relieve symptoms such as hayfever tablets, cough medicine or travel sickness tablets can be administered by staff during the trip or residential but only if it is provided in the original packing, is labelled with the pupil's name and clearly shows the dosage required and administration guidance.
- 5 Non prescribed medication used for pain relief, such as calpol, can be administered by staff during a class trip or residential if it is provided in the original packaging, is labelled with the pupil's name and clearly shows the dosage required and administration guidance.
- 6 ALL medication must be handed by the pupil's parent / carer to the nominated member of staff before leaving school for the trip or residential.

- 7 Medication will only be accepted and administered if the Parents / Carers have completed and signed the 'Request for School to Administer Medicine' form prior to the trip. This must be given to the nominated member of staff, along with the medication, before departing from school.

### Roles and responsibilities

#### Parent/carer

- 1 Should give sufficient information about their child's medical needs if treatment or special care is required.
- 2 Must deliver all medicines to a member of staff in the office.
- 3 Must complete and sign the 'Request for School to Administer Medicine' form.
- 4 Must keep staff informed of changes to prescribed medicines.
- 5 Keep medicines in date - particularly emergency medication such as epipens.

#### Headteacher

- 1 To ensure that the school's policy on administering medicines is implemented.
- 2 To ensure there are members of staff in school willing to volunteer to administer medicines to specific pupils as required.
- 3 To ensure staff receive support and appropriate training as necessary.
- 4 To share information, as appropriate, about a child's medical needs.
- 5 To ensure that parents are aware of the school's medicine administration policy.
- 6 To ensure that medicines are stored correctly.

#### Staff Administering Medication

- 1 To check details are accurate and clear on prescription labels.
- 2 To ensure that the parent/carer completes a consent form for the administration of medicines.
- 3 To complete the 'administration of medicines' record sheet each time medicine is given.
- 4 To ensure medicines are returned to parent/carer at the end of the school day.
- 5 To ensure medicines are collected by parent/carer for disposal.

**If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.**

### Record keeping

Medicine should be provided in the original container. Staff should check that written details include;

- 1 Name of child
- 2 Name of medicine
- 3 Dose
- 4 Method of administration
- 5 Time and frequency of administration
- 6 Any side effects
- 7 Expiry date

A Request for School to Administer Medicine' form should be completed and signed by parent/carer before medicines can be administered.

### Long term medical needs

It is important that school has adequate information about long term medical conditions. An Individual Health Care Plan may be drawn up, involving parents and other health care professionals.

### Confidentiality

The Headteacher and staff should always treat medical information confidentially. The Headteacher should agree with the parent/carer who else should have access to records and other information about a child.

### Staff training

Staff with responsibility for administering medicines or for delivering the care of a child with long term medical health care needs, will have appropriate training from a specified health care professional, to be able to carry out the role responsibly.