



Barmby on the Marsh Primary School

Managing and Administering Medicines

Our school motto is: Bee the Best!

Our school values are: Ready, Respectful & Safe.

Our school philosophy is: To encourage and develop children's abilities and talents so that each child grows into a confident, independent individual. We value all of our children, know each of them so well and will offer them a broad, balanced curriculum which will enable all to excel.

We want our children to develop the ability to think and reason and to understand how our mind-set can help us to be successful. Our vision is for our children to feel empowered and valued for their skills, to be able to take risks and push the boundaries to be successful. To be independent learners who are not afraid to have a go or phased if they don't succeed on their first attempt – we want them to show resilience.

They will be empathetic, valuable and valued members of society as we have given them the skills and tools to apply and use in their lives, whatever they encounter, come up against or choose to pursue.

Approved by:	The Governing Body	Date: January 2024
Last reviewed on:	January 2024	
Next review due by:	January 2026	

Many students will need to take medication, or be given it at school at some time in their school life. For most this will be for a short period to allow them to finish a course of antibiotics. In some cases, there may be a long term need for students to take medication. To allow students to take medication at school minimises the disruption which could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

The policy is to include:

- Working with parents
- 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 and Asthma Register
- Safe storage of medicines
- The school's emergency procedures

Working with Parents

School will work in partnership with parents, children and fellow professionals to ensure that our children who require medication during school time are able to receive it in a safe and secure environment which allows them to continue to make progress at school and further their education.

School will work with parents to ensure that all relevant information with regard to a medical condition which may affect a pupil at school is passed on to all concerned. Information will only be requested from parents when it is necessary to ensure the health, safety and well-being of the individual child and/or his/her peers at school. The confidentiality of the child's medical records will be respected.

All parents will be informed of school policy and procedures for addressing the medical needs of pupils. Where appropriate a Health Care Plan will be drafted and the relevant health care professionals will be involved.

Parents should provide school staff with adequate information about their child's medical condition, treatment, or any special care needed at school. They should, in partnership with the school, reach an agreement on the school's role in helping to address their child's medical needs.

Parents will be asked for the following information about medication:

- Name of medicine
- Dose
- Method of administration, time and frequency
- Other treatment which may involve school staff or affect the child's performance during the school day
- Side effects which may have a bearing on the child's behaviour or performance at school

Parents should advise the school of any changes in the medication administered to their child at the earliest opportunity.

When medication needs to be administered on a long term basis the school will request sight of (and take a copy of) the child's diagnosis letter and confirmation of diagnosis from a health professional involved in the diagnosis.

Administering Medicines

No children under 16 should be given medicines without written parental consent. Form 'Request for Medicine to be Given in School' must be completed by the parent giving permission for medicine to be administered by staff. (See Appendix 1)

Members of staff administering medicines should check:

- **The child's name**
- **Prescribed dose**
- **Expiry date**
- **Written instructions on the packaging**
- **Sight (and copy of) professional diagnosis document in long term administration cases**

Members of staff giving medicines will be:

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

If in doubt, do not administer medicines without checking with parents.

A written record must be kept each time medicines are administered. Completed forms will be kept in a file in the Office.

If a child refuses to take the medication the school will record this and inform the child's parents. If the medication is essential to the child's continued well-being, the school will seek advice from the parent and/or School Nurse.

Prescribed Medicines

School staff will never accept medicines that have been taken out of the original container 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. We will encourage parents to discuss this with the prescriber. Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

Controlled drugs should never be administered unless cleared by the headteacher. Reference should be made to the DfES document [Supporting Pupils at School Medical Conditions](#)

Non-Prescription Medicines

Staff should not give non-prescribed medicines to a pupil unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm.

Storing Medicines

Medicines should be stored away from pupils, be in their original containers and refrigerated where necessary. This will be the responsibility of the School Business Manager or Headteacher.

Children should know where their medicines are kept and who is responsible. This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible. Emergency medicines such as inhalers and adrenaline pens should not be locked away, but in the vicinity of the relevant pupils. Any problems or issues arising shall be initially referenced to [Supporting Pupils at School Medical Conditions](#)

Out of date medicines or medicines which are no longer required are to be returned to parents for disposal.

Sharps boxes used for the safe collection of used needles should be provided by the child's GP or equivalent. Parents should ensure that school have these items available. School should dispose of the boxes using the LA environmental service.

Record Keeping

Parents should inform school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear. A written record of medicines administered will be kept. A copy of consent form 'Request for medicine to be given in school' (Appendix 1) will be kept in the office.

Short Term Medical Needs

In order to reduce the time a child is away from school, the school will administer medicines, for example for a course of antibiotic or applying a lotion. This will only be for a short course of up to 5 days, and only when previous avoidance strategies have been examined. Note the exceptional terms in the previous paragraph.

Long Term Medical Needs

The school will be fully informed of the pupil'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 [Supporting Pupils at School Medical Conditions](#) in order to devise a medical plan.

Self-Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments of asthma. Where children manage their own medicines a form 'Request for medicine to be given in school' must be completed. Other medicines should be kept in secure storage so access will only be by members of staff.

Educational Visits

All medicines required by pupils during educational visits will be part of the Evolve and Specific Risk Assessments. Medicines not self-managed by pupils will be in the safe care of a nominated member of staff. Complex needs for a specific child may necessitate a health care plan for the visit. If any member of staff is concerned they should seek advice from the Educational Visits Coordinator or the Headteacher.

Sporting Activities

Asthma inhalers and any other medicines required will be accessible during PE lessons and any other sporting activities.

Staff Training

The School Nurse or other relevant professional will provide training upon request on the safe administration of medicines, including asthma inhalers and epi-pens.

The Governing Body

The Governing Body will be made aware of this policy and its role of being generally responsible for all school policies.

Staff

All members of staff will be made aware of the possible medical risks attached to certain children. They will be made aware of possible emergency action and emergency contacts. Teachers' conditions of employment do not include the giving or supervising of pupils taking medication, and should only be done so in agreement with individuals who are happy to do so. Any teachers or support staff agreeing to administer medicines will be in receipt of appropriate training.

Emergency Procedures

In an emergency, children should have prompt access to their medicines through recognised procedure,

All staff should be familiar with the emergency procedure. This includes how to call emergency services. All staff are first aid trained.

A child who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the parent arrives at the hospital. The child's medication, Home/School Medication Agreement and record of administering medication should be taken to the hospital with the child.

Request for medicine to be given in school

Dear Headteacher,

I request that _____ (FULL NAME OF CHILD) of Class _____
be given the following medication:

at the following times during the day _____

Expiry date: _____

The above medication(s) has/have been prescribed by the GP. (Please tick) ☐

They are in the original packaging. ☐

They are clearly labelled indicating contents, child's name and dosage. ☐

I understand that the medication must be delivered personally to the school office and accept that this is a service which the school is not obliged to undertake. ☐

Signed _____ (Parent/Guardian)

Date _____

Note: Medication will not be accepted into school unless this letter is completed and signed by the parent or legal guardian of the child and administration of the medicine is agreed by the Headteacher. The Headteacher reserves the right to withdraw this service,

FOR OFFICE USE ONLY

i) Date: _____ ☐

ii) Date: _____ ☐

ii) Date: _____ ☐

iv) Date: _____ ☐

v) Date: _____ ☐

LONG TERM MEDICATION ONLY:

Is this medication to be administered long term: Yes ☐ No ☐

If yes, has sight (a copy taken) of the original diagnosis letter or health care professional confirmation been taken and kept on file: Yes ☐ No ☐

Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Class	
Date medicine provided by parent	
Quantity received	
Name of medicine	
Dosage/frequency	
Expiry date	
Quantity returned	

Staff signature _____

Parent signature _____

Date			
Time given			
Dose given			
Member of staff			
Staff initials			

Date			
Time given			
Dose given			
Member of staff			
Staff initials			

Date			
Time given			
Dose given			
Member of staff			
Staff initials			