



# **St Thomas's C.E Primary School**

## **Administering Medications Policy**

**March 2024**

<b>Date effective from</b>	March 2024
<b>Date of next review</b>	March 2025
<b>Review period</b>	1 Year
<b>Date ratified by Governing Body</b>	14/3/24

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## Statement of Intent

St Thomas's C.E. Primary School wishes to ensure that pupils with medication needs receive appropriate care and support at school.

### 1. Key roles and responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures.
- 1.2. The Governing Body has overall responsibility for ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The Governing Body has responsibility for ensuring the correct level of insurance is in place for the administration of medication.
- 1.5. The Headteacher will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures within this policy.
- 1.6. Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for ensuring pupils do so also.
- 1.7. Staff, including teachers, support staff and volunteers, will be responsible for implementing the agreed policy fairly and consistently.
- 1.8. Parents and carers will be expected to keep the school informed about any changes to their child/children's health.

Parents and carers will be expected to complete a medication administration form prior to bringing medication into school.

Parents and carers will be expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.

- 1.9. Parents and carers will be expected to make a note of expiration dates and replace medications before they expire.

## 2. Training of staff

- 2.1. Office staff will receive a copy of the Administering Medication Policy as part of their new starter induction and when the policy is updated.
- 2.2. All members of office, support and teaching staff have received training in the supervision of administration of insulin using an Adrenaline Auto Injector Device (e.g. EpiPen).
- 2.3. Staff members who have received First Aid Training and qualification type:

<b>Minor Injury First Aid Staff</b>	
Mrs T Boardman	Sept 24
Miss S Burgess	Sept 24
Ms D Davis	Sept 24
Mrs J Edelston	Sept 24
Mrs L Grimshaw	Sept 24
Mrs H Leyland	Sept 24
Mrs K Sandercock	Sept 24
Mrs A Swift	Sept 24
Mr S Wade	Sept 24
<b>First Aiders</b>	
Mrs L Blackledge	17.6.24
Mrs J Brown	17.6.24
Mrs C Fairclough	17.6.24
Mrs H Karikari	17.6.24
Mrs J Yates	17.6.24
<b>Paediatric First Aider</b>	
Mrs L Blackledge	14.7.24
Mrs C Fairclough	14.7.24
Mrs H Karikari	14.7.24

## 3. Guidelines

- 3.1. Prior to staff members administering any medication, the parents / carers of the child must fully complete and sign the relevant medication administration form. Upon receipt of a completed medication form and medication, the Pupil Administrator (or other member of staff) will check the details are in line with this policy.
- 3.2. The Pupil Administrator will allocate a staff member to administer the medication (often the Pupil Administrator themselves).
- 3.3. Two staff members should be present when administering medication.

- 3.4. The administering staff member will complete & sign the Medication Record Sheet upon administration of the medication and should obtain a witness signature from another member of staff.
- 3.5. No child will be given medication without **written** parental consent (in the form of a medication administration form),
- 3.6. Aspirin will not be administered.
- 3.7. Medicines MUST be **in date**, have the label attached and the child's name, and provided in the **original container** with dosage instructions. Medicines which do not meet these criteria will not be administered. Only the dose stated on the label will be given
- 3.8. A maximum of four weeks supply (or one bottle/box of tablets) of the medication may be provided to the school, with the exception of insulin, which will be stored in the office fridge.
- 3.9. For chronic or long-term conditions and disabilities, an Individual Healthcare Plan (IHCP) will be developed in liaison with the pupil, parents/carers, headteacher, SENCO and medical professionals, as required.
- 3.10. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 3.11. Medication will be given just prior to the start of the lunch break (during the period 11:00am – 12:00pm). **Medication will not be given at any other time during the school day.** *NB: This timing restriction will not apply to diabetic insulin, asthma inhalers and sudden allergic reaction medication (e.g. EpiPen) etc. which will continue to be available as required. It will also not apply to prescription medication named on a child's Care Plan, which will be administered as detailed on the Care Plan.* Hay fever medication will not generally be administered in school, and should be given at home before a child arrives at school, if required.
- 3.12. Where a parent wishes to administer medication to their child themselves (or have another adult do so), they will need to come to the school office and administer the medication between 11:45am – 12:00pm. Medication cannot be administered by parents/carers at any other time during the school day. The only exception to this is for medication required for sudden onset allergic reaction reasons (e.g. swelling of the face/mouth/eyes, hives/rash, shortness of breath/wheezing).
- 3.13. It is the responsibility of the parents/carers of the child to ensure that any doses given outside of school are given at times compatible with the school dose given at the time stated in 4.11 and/or 4.12.
- 3.14. Medication will be stored in the Main office. In addition, asthma pumps and other emergency allergic reaction medication will be stored in classroom cupboards so that they are more easily accessible.
- 3.15. Medication kept in the office fridge or will be stored in a locked case for which office staff hold the key. .

- 3.16. The fridge temperature will be checked and written on the record sheet (on door of fridge) when it is put into the fridge and again, each time the medication is accessed for administration,
- 3.17. If there is a requirement to administer a controlled drug, a member of staff will require relevant training before this can be administered in school. Wherever possible, the responsibility will be with the parent/carer to administer the medication.
- 3.18. Staff members may refuse to administer medication. If a member of staff refuses to administer medication, the Head teacher will delegate the responsibility to another staff member.
- 3.19. Staff members who have an allergy to any medication they have to administer should ask another member of staff to administer it where possible **or** wear protective gloves to prevent contact with the medication.
- 3.20. Parents/carers must collect any medications left over at the end of the course. Any uncollected medication will be disposed of. These medicines will be handed in to a local pharmacy for safe disposal.
- 3.21. It is the responsibility of the parent/carer to collect any antibiotic medication at the end of the school day from the school office to ensure that the course is completed properly. Parent/carers must sign for the medication each time it is collected.
- 3.22. It is the responsibility of the parent/carer to ensure all medication (including asthma inhalers) is in date and is replaced before the expiration date is reached or they are empty, to ensure a continuous supply of the medication in school.
- 3.23. Classroom staff will check inhalers & medication in class regularly (once per month) and advise the Pupil Administrator if it needs to be replaced (e.g. nearing expiration or empty). Medication required should be checked against the most up-to-date version of the Medical Information Summary document sent out by the Pupil Administrator and displayed in the office & staffroom. The Pupil Administrator will then inform the parents/carers. NB: It remains the responsibility of the parents/carers at all times to ensure that medication is replaced when necessary.
- 3.24. Antibiotics – only antibiotics that are prescribed on a '4 times per day' dose will be administered.
- 3.25. Written records will be kept of any medication administered to children. Where the medication has been administered in class (e.g. asthma inhaler) this will be recorded in the classroom. Where the child has been administered medication in the school office, this will be recorded in the office.
- 3.26. The school holds spare emergency inhalers and EpiPens.
- 3.27. Where appropriate, pupils may be encouraged to take their own medication under the supervision of a member of staff.
- 3.28. St Thomas's C.E. Primary School cannot be held responsible for side effects that occur when medication is taken / administered correctly.

- 3.29. Sun tan cream – parents are advised to administer 12 hour sun tan cream before their child comes to school
- 3.30. For residential visits outside of school, parents/carers must supply any medication required for the duration of the trip, along with a completed consent form (see Appendix 2), before children and staff leave the school premises. Medication and forms must be handed to a member of staff to be checked before departure. A separate form is required for each medication supplied. Only medication that needs to be administered 4 times a day or controlled drugs will be administered. Medication must be supplied in the original packaging, in date for the duration of the residential, with medication label attached and showing the child's name. Medication which does not meet these requirements will not be administered. The restriction on antibiotics, detailed in section 4.25, will be lifted for the duration of the residential only. If additional prescription medication is required for any reason, during the residential, it is the responsibility of the parents/carers to get the medication and completed consent form (Appendix 2), where required, to the venue.
- 3.31. For day trips outside of school, medication will be administered in line with this policy. Parents/carers are advised that it is not possible to refrigerate medication whilst on a day trip, so they may wish to supply a small ice pack with the medication for the trip if required.

3.32. If parents sign a medication form **non-prescription medication** may be administered **on day trips outside of school and residential visits**. The permitted non-prescription medications which can be administered on a day trip \* or residential are;

- pain/anti-inflammatory medication for an existing injury/condition
- travel sickness medication
- hay fever/allergy medication
- cream/ointment for an existing injury/condition

\* NB: For day trips outside of school, only **one dose** of a non-prescription medication will be administered.

Any non-prescription medication must be in date, supplied with the correct form (see **Appendix 3**) completed by the parent/carer and must be in the original container with the medication name, dosage and frequency information clearly visible. The child's name must be written on the container. The medication and form must be handed to a member of staff going on the trip, or the school office, before the class leaves school, in sufficient time for it to be checked.

Parents/carers are responsible for ensuring that the dose(s) to be administered during the visit is/are compatible with any doses given at other times. Parents/carers are responsible for collecting the medication at the end of the trip. Parents/carers are responsible for providing sufficient medication for the duration of the visit.

**Date:** March 2024

**Approved:** March 2024

**Review date:** March 2025

**Responsible Person:** Pupil Administrator in conjunction with the Headteacher & SENDCo



## Appendix 1 - Parental agreement for school to administer prescription medicine

### St Thomas's C.E. Primary School Short-Term Medication Administration Form

**St Thomas's C. E. Primary School will not administer the medication to your child unless you complete and sign this form.**

Name of Child:	
Date of Birth:	Class:
Reason for Medication:	
Name of Medicine (as described on the container):	
Expiry date of medication:	Does this medicine need to be stored in a fridge?
Dosage Required (e.g. 5ml/10ml):	<b>Medication dose will be given during the period 11am – 12:00 noon ONLY</b>
Start Date for medicine to be administered:	Last date on which medicine is to be administered:
Are there any side effects/further information that the school needs to know about?	

\* Antibiotics – only '4 times per day' antibiotics will be administered in school

\* All prescribed medication must be in date, in the original container and have pharmacists label stating child's name and prescribed date

Non prescription medication should be in the original box, in date, dosage label and child's name attached

\* By completing this form and handing medication into school, parents/carers accept that medication will be given on the dates and time stated above ONLY. It is the responsibility of the parent/carer to ensure that doses given outside of school are timed to be compatible with the dose given at school.

\* If this form is not completed fully and accurately the school reserve the right not to administer the medication

**NB: Children are not permitted to leave any medication in their school bags or administer it without an adult present. All medication must be handed in at the school office with this completed form. Medication must be collected from the school office by the parent/carer at the end of the day if needed at home. Medication will not be sent home with a child.**

I give my written consent for any member of school staff to administer the medicine to my child. I understand that the staff member does so without accepting any liability or responsibility for any adverse reaction the child may have following the administration of the medication detailed above. I understand that this consent remains in full force from the 'start date' to 'last date' stated above unless I provide a written request for it to be stopped. I will collect antibiotics at the end of each school day to ensure the course is completed correctly. I will collect any unused medication upon completion of treatment. I will replace medication when the current supply reaches the expiration date, if required. I understand that any uncollected medication will be disposed of.

Parent/Carer Name \_\_\_\_\_

Date \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_





Appendix 2 – RESIDENTIAL VISIT – prescription medication:

**St Thomas's C.E. Primary School**  
Residential Prescription Medication Administration Form

**St Thomas's C.E. Primary School will not administer the medication to your child unless you complete and sign this form.**

Name of Child:		
Date of Birth:	Class:	
Reason for Medication:		
Name of Medicine (as described on the container):		
Expiry date of medication:		Does this medicine need to be stored in a fridge?
Dosage Required (e.g. 5ml/10ml):	Times the dose is required? **	Special Instructions?
1.	1.	
2.	2.	
3.	3.	
4.	4.	
Start Date for medicine to be administered:		Last date on which medicine is to be administered:
Are there any side effects/further information that the school needs to know about?		

\* All medication must be in date, in the original container and have pharmacists label stating child's name and prescribed date. Non-prescription cannot be administered.

\* By completing this form and handing medication into school, parents/carers accept that medication will be given on the dates and time stated above. It is the responsibility of the parent/carer to ensure that doses given outside of school are timed to be compatible with the dose given at school/on the trip.

\* If this form is not completed fully and accurately, or the medication provided does not meet the above requirements, the school reserve the right not to administer the medication.

\*\* In some circumstances, it may not be possible to give the medication at the exact time stated but it will then be given at the closest possible time (e.g. if medication is stored in a fridge, it may not be possible to give it at a time when the pupil is taking part in an activity).

**NB: Children are not permitted to leave any medication in their bags/pockets etc. or administer it without an adult present. All medication must be handed to a member of staff along with this completed form in advance of the residential. Medication must be collected from the school by the parent/carer at the end of the trip. Medication will not be sent home with a child.**

I give my written consent for any member of school staff to administer the medicine to my child. I understand that the staff member does so without accepting any liability or responsibility for any adverse reaction the child may have following the administration of the medication detailed above. I understand that this consent remains in full force from the 'start date' to 'last date' stated above unless I provide a written request for it to be stopped. I will collect medication at the end of the residential trip. I will replace medication when the current supply reaches the expiration date, if required. I understand that any uncollected medication will be disposed of.

Parent/Carer Name \_\_\_\_\_

Date \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_







**Appendix 3 RESIDENTIAL VISIT & DAY TRIP – non-prescription medication:**

**St Thomas's C.E. Primary School**

**Residential & Day Trip Non-Prescription Medication Administration Form**

**St Thomas's C.E. Primary School will not administer the medication to your child unless you complete and sign this form as detailed in the Administering Medications Policy**

Name of Child:		
Date of Birth:		Class:
Name of Medication:		Reason for Medication:
Expiry date of medication:		Does this medicine need to be stored in a fridge/kept cool (if yes please provide an ice pack)?
Dosage Required (e.g. 5ml/10ml):	Times the dose is required? See notes below	Special Instructions?
1.*	1.*	
2.	2.	
3.	3.	
4.	4.	
Start Date for medicine to be administered:		Last date on which medicine is to be administered:
Are there any side effects/further information that the school needs to know about?		

**\* For day trips, only one dose of non-prescription medication will be administered**

- All medication must be in date, in the original container with medication name, dosage & frequency information clearly visible. The child's name must be written on the container.
- By completing this form and handing medication into school, parents/carers accept that medication will be given on the dates and time stated above. It is the responsibility of the parent/carer to ensure that doses given outside of these are timed to be compatible with the dose(s) given on the trip.
- If this form is not completed fully and accurately, or the medication provided does not meet the above requirements, the school reserve the right not to administer the medication.
- In some circumstances, it may not be possible to give the medication at the exact time stated but it will then be given at the closest possible time (e.g. if medication is stored in a fridge, it may not be possible to give it at a time when the pupil is taking part in an activity).

**NB: Children are not permitted to leave any medication in their bags/pockets etc. or administer it without an adult present. All medication must be handed to a member of staff along with this completed form, in advance of the residential/trip. Medication must be collected from the school by the parent/carer at the end of the trip. Medication will not be sent home with a child.**

I give my written consent for any member of school staff to administer the medicine to my child. I understand that the staff member does so without accepting any liability or responsibility for any adverse reaction the child may have following the administration of the medication detailed above. I understand that this consent remains in full force from the 'start date' to 'last date' stated above unless I provide a written request for it to be stopped. I will collect medication at the end of the residential/trip. I will replace medication when the current supply reaches the expiration date, if required. I understand that any uncollected medication will be disposed of.

**Parent/Carer Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Carer Signature** \_\_\_\_\_





