

St. Mary's C.E. Primary School

Administration of Medicines Policy

All the activities in St Mary's School, including its Breakfast and After School Clubs, are carried out in the Christian spirit and should promote the school values of Faith, Family and Future – Building a positive future for all as part of God's loving family.

St Mary's is a UNICEF Rights Respecting School which prides itself in providing equal opportunities for all members of its family regardless of SEND, religion, sexual orientation, culture, gender, ethnic origin, colour or age. All pupils have the right to a learning environment which dispels ignorance, prejudice or stereotyping.

This policy should be read in conjunction with the Supporting Children with Medical Needs Policy and the Attendance Policy.

This policy has been written in compliance with the DfE guidance 'Supporting pupils at school with medical conditions' (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015). Pupils who have been prescribed medicines may have them administered in school if staff volunteer to do so and if parents have given their written consent. Forms for the parent to fill in are kept in the school office and medicines will be administered by a trained member of staff. Training will depend on the needs of the individual child and may consist of information contained on the prescribing doctor's medication label. Further training from specific medical personnel may be required. When medicine is administered, one member of staff will administer it and another will act as witness.

Parental Responsibility

Parents/Carers have prime responsibility for their child's health and must provide the school with sufficient information about their child's medical condition. Parents/Carers should give details in conjunction with their child's G.P. or Pediatrician, as appropriate. The school nurse and specialist voluntary bodies may be able to provide additional background information for school staff.

Parents/Carers will, jointly with the Headteacher, reach agreement on the school's role in helping with their child's medical needs. Cultural and religious views will be respected. The Headteacher will seek agreement from Parents/Carers before passing on information about their child's health to other school staff. Sharing information is important if staff and parents are to ensure best care for their child.

It is the responsibility of Parents/Carers to keep their child at home when they are acutely unwell.

School holds a copy of the Trafford NHS guidance for teachers on the control of communicable diseases. It is kept in the Medication File in the School office.

The local Consultant in Communicable Disease Control (CCDC) can advise on the circumstances in which pupils with infectious diseases should not be in school and the action to be taken following an outbreak of an infectious disease.

School will not ordinarily administer non-prescribed medicines e.g. Calpol unless it is to support a child to return to school. The appropriate paper work must be completed in the school office. Non-prescribed should not be given to children to self-administer in case they are misplaced. Medicines taken by anyone for who they are not prescribed or provided can be dangerous. Parents/carers can come into school to give non-prescribed medicines if they choose. Cough/throat sweets/lozenges are not allowed in school. Any that are brought in will be confiscated and handed in at the school office for adult collection.

Governing Body

As the employer, the governing body is responsible under the Health & Safety Act 1974 for making sure that a school has a Health and Safety Policy that includes procedures for supporting pupils with medical needs, including managing medication. The employer must also make sure that insurance arrangements provide full cover for staff acting within the scope of their employment.

The employer is also responsible for making sure that appropriate training to support pupils with medical needs is available. This should be arranged in conjunction with the Health Trust or other health professionals. The employer should be satisfied that training offers staff sufficient understanding, confidence and expertise.

Headteacher

The Headteacher is responsible for implementing the governing body's policy in practice and for developing detailed procedures. When staff volunteer to give pupils help with their medical needs, the Head should agree to their doing this, and must ensure that staff receive proper support and training where necessary.

The Head should make sure that all parents/carers are aware of the school's policy and procedures for dealing with medical needs and should agree with parents/carers exactly what support the school can provide. When there is concern about whether the school can meet a pupil's needs, or where the parents'/carers' expectations appear unreasonable, the Head will seek advice from the school nurse, the child's G.P. or other medical advisers and, if appropriate, the L.A. Complex medical assistance is likely to mean that the staff who volunteer will need special training.

Teachers and other School Staff

Teachers who have pupils with medical needs in their class should be made aware of, and understand, the nature of the condition, and when and where the pupil may need additional support. The pupil's parents/carers and health professionals will need to provide this information. Staff must be made aware of the likelihood of an emergency arising and what

action to take if one occurs. Back up cover will be arranged for when the member of staff is absent or unavailable.

If there is no trained member of staff available, parents will be notified. At different times in the day other staff may be responsible for pupils (e.g. lunchtime) and will need to be included in training and advice.

Staff conditions of employment do not include giving medication or supervising a pupil taking it. Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil will need proper training and guidance. He/she must be made aware of possible side effects of the medication and what to do if they occur. The type of training needed will depend on the individual case.

Long term or complex medical needs

It is important that the school is given sufficient information about the medical condition of any pupil with long term medical needs. The school must be informed of any medical needs before a child starts school or when a pupil develops a condition. A written individual health care plan will be drawn up for such pupils. This will involve parents and relevant health professionals. See *Supporting Children with Medical Conditions* policy.

Administering Medication

No pupil will be given medication without their parent's written consent. The office staff will liaise with parents/carers to agree the arrangements for administering medication during the school day.

If in doubt of any the procedures the member of staff should firstly check with the parent, or a health professional if the parent is unavailable, before taking further action.

The member of staff will complete the school record for administration of medication each time it takes place.

The dosage and administration should be witnessed by a second adult.

Self-Management

It is good practice to allow children who can be trusted to do so to manage their own medication from a relatively early age and school will encourage this.

If a pupil can take his/her own medicine staff will supervise this. This will be recorded on the parental consent form.

Permission for a pupil to carry his/her own medication will only be agreed after consultation with parents and Health care professionals and where it will not affect the safety of other pupils.

Storing medication and its access

Large volumes of medication will not be stored in school. Where possible the Headteacher should ask the parent to bring in the required dose each day. All medication must be brought into school by an adult and handed in to the school office for safe storage.

Stored medicine must be labelled with:

- Pupil name
- Name of medication
- Dose
- Frequency of administration

Where a pupil requires two or more prescribed medicines, each must be in a separate container. School staff must not transfer medicines from their original container.

The Headteacher is responsible for making sure that medication is stored safely in a secure place that is not accessible to pupils e.g. in a locked drawer in the secretary's office. Staff are informed of where to obtain the key in an emergency. Pupils should know where their own medication is stored and who holds the key.

A few medicines, such as inhalers, must be readily available to pupils. Refer to the Asthma section of this policy.

Some medicines need to be refrigerated. They can be kept in a refrigerator that contains food and which has restricted access, (i.e. the staffroom) but must be in an airtight container that is clearly labelled.

Disposal of Medicines

School staff will not dispose of medicines. Parents must collect medicines held at school at the end of the term and/or when a change in the child's healthcare plan has been made.

Parents are responsible for the disposal of date-expired medicines and inhalers. Parents are also responsible for the replacement of date expired medication and inhalers.

Refusing Medication

If a pupil refuses to take medication, school staff will not force them to do so. Parents/carers will be informed as a matter of urgency. If necessary the school will call the emergency services.

Intimate or invasive treatment:

Parents and the Headteacher will respect staff concerns regarding the administration of intimate or invasive treatment. The Health Trust has a 'named professional' who will be referred to for advice.

Appropriate training will be arranged for staff who are willing to give medical assistance of this kind. Two adults (one the same gender as the child) should be present for the administration of intimate or invasive treatment as this minimizes the potential for accusations of abuse. Two adults often ease the practical administration of treatment. The dignity of the pupil will be protected as far as possible, even in emergencies.

Asthma

Medication for long term prevention should normally be used outside of school hours. Other types of medication relieve symptoms when they occur or are used in anticipation of a trigger e.g. exercise.

Most pupils relieve symptoms by using an inhaler. It is good practice to allow children with asthma to take charge of their inhaler from an early age. A small number of children, particularly younger ones, may use a spacer device with which they may need help. Rarely, children will need to use an electrically powered nebulizer to deliver their asthma medication.

Each pupil's needs and the amount of assistance they require will differ.

Children with asthma must have immediate access to their inhalers when they need them.

All inhalers are kept in a secure place within each class in a labelled bagged, clearly marked with the pupil's name. Inhalers are available during all activities including P.E., sports activities and school trips.

School will ask for an inhaler to be kept in school to avoid the need to bring one from home each day. It is the parent's responsibility to ensure that the inhaler kept in school has not run out and is not out of date.

Pupils must not take medication which has been prescribed for another child. School will take appropriate disciplinary action if inhalers are misused by the owner or other pupils.

Pupils with asthma will be encouraged to participate as fully as possible in all aspects of school life, although special consideration may be needed before undertaking some activities.

A list of pupils who have a reliever inhaler in school will be kept in the Medication file, stored in the school office. A copy of this list is passed on to staff at the start of each school year and when it is amended.

If a pupil has an asthma attack, the person in charge will prompt them to use their inhaler if they are not already doing so. He/she will also reassure and comfort the pupil, whilst encouraging them to breathe slowly and deeply. The person in charge will not put his/her arm around the pupil as this may restrict breathing. The pupil should sit rather than lie down. If the medication has no effect after 5-10 minutes it can be repeated. If the pupil appears to be very distressed, is unable to talk and is becoming exhausted, medical advice will be sought and/or an ambulance called and the parent informed.

School Health Service

The SHS and child's G.P. can provide advice on health issues to pupils, parents/carers and staff.

Equal opportunities

St Mary's School prides itself in providing equal opportunities for all members of its family regardless of disability, religion, sexual orientation, culture, gender, ethnic origin, colour or age. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

Review and assessment:

This policy will be reviewed on a two year cycle, remembering that our school provides an improving environment and, as such, is prepared for positive change.

This policy was adopted by: St Mary's C.E. Primary School, Davyhulme.	Date: February 2025
To be reviewed:	February 2028
Signed: (Headteacher)	