



## Policy Number H&S1

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### ADMINISTRATION OF MEDICINES POLICY

Produced by Childwall Church of England Primary School

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#### Our Mission Statement

“And the child grew and became strong; He was full of wisdom and God’s blessings were upon Him.” (Luke 2:40)

#### Our Vision

We strive, with God’s grace, to enable every child to grow academically, socially, morally, spiritually and culturally in the knowledge they are loved by God and are safe and valued within our school community. Our core Christian values are woven throughout our curriculum and wider school ethos to fully prepare each of our children to achieve the highest holistic outcomes.

Our mission statement, “And the child grew and became strong...” (Luke 2:40) embodies our vision and commitment to equip children with the values and tools to enable them to thrive and flourish, embracing both success and challenge, prepared for “life in all its fullness.” (John 10:10)

#### DOCUMENT STATUS

Version	Date	Action
Version 1	07/02/2018	Updated and newly formatted Policy agreed by Standards & Quality Committee
	13/06/2019	Reviewed and agreed, no changes
	13/10/2020	No Changes
	12/10/2021	3.12.2 added line; 7.1 changed wording – previously stated lists would be shared by school office; 9.2 added;
Review Period	Annually	
Review Date	Autumn 2022	



## 1. **Statement of Intent**

- 1.1 The aim of this policy is to effectively support individual children with short term medical needs and to enable pupils to achieve regular attendance.
- 1.2 The Headteacher and school staff will treat all medical information as confidential.

## 2. **Basic Principles**

- 2.1 Parents/ carers (the term is used to indicate a person with legal parental responsibility) are encouraged to give doses outside the school day if possible e.g. 3 times a day could be taken in the morning, after school and at bedtime.
- 2.2 The supervising or giving of medication to a child is a parental responsibility but teachers or school staff may be asked to perform this task. Staff cannot be directed to undertake this role but may do so voluntarily after receiving appropriate training.
- 2.3 The Governing Body fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following school guidelines.
- 2.4 On the child's admission to the school the parent/ carer will be asked to complete an admission form giving full details of medical conditions, any regular/ emergency medication required, name of GP, emergency contact numbers, allergies, special dietary requirements and any other relevant information.
- 2.5 The Medicines Standard of the National Service Framework for children recommends that a range of options are considered including:
  - 2.5.1 GPs/ dentists considering the use of medicines which only need to be administered once or twice per day (where appropriate) for children and young people so that they can be taken outside school hours.
  - 2.5.2 GPs/ dentists to consider providing two prescriptions, where appropriate and practicable, for a child's medicines: one for home and one for use in the school.

## 3. **Procedures**

- 3.1 Pupils recovering from a short-term illness/ infection, who are clearly unwell should not be in school and the headteacher can request that parents/ carers keep the child at home if necessary.
- 3.2 Medicines prescribed by a doctor can only be accepted in their original container with the pharmacy label intact.



- 3.3 Medicines are only administered following a written request from parents/ carers which clearly states the name and class of the pupil, together with the dose and time(s) of day at which it should be taken and any special conditions for storage of the medicine (i.e. kept in fridge).
- 3.4 Medicines need to be clearly marked with the name and class of the pupil, together with the dose and the time(s) of the day at which it should be taken.
- 3.5 Medicines are only accepted by office staff and they must be brought in by the parent/ carer, not via the pupil.
- 3.6 Medicines will be kept in a secure central position in the school.
- 3.7 Children should never be given medicine to keep on their person; all medicines should be handed in to the office.
- 3.8 School cannot accept any medicine that has been taken out of the container as originally dispensed or make changes to dosages on parental/ carer instructions.
- 3.9 No over-the-counter remedies should be brought into school at any time – this includes throat sweets and nasal inhalers.
- 3.10 No over-the-counter remedies will be administered by staff, without a named pharmacy label.
- 3.11 Pain killers (e.g. aspirin, paracetamol, including junior forms such as Calpol) will only be administered to pupils if they are:
  - 3.11.1 In date.
  - 3.11.2 Have a pharmacy label in the child's name.
  - 3.11.3 In the original container as dispensed by the pharmacist.
  - 3.11.4 Accompanied by instructions for administration, dosage and storage.
- 3.12 The staff at Childwall CE Primary school are prepared to administer medicines if parents/ carers:
  - 3.12.1 Follow the guidelines in this policy.
  - 3.12.2 Complete a 'Request for Administration of Medicine in School' form (attached) and return it to the school office before the medicine is required to be given. This must be checked and signed by a member of SLT before medicines are administered.
4. **Procedures for Managing Prescription Medicines on School Trips and Outings**
  - 4.1 Children with medical needs, particularly of a long term nature, are encouraged to take part in trips and where necessary risk assessments



are carried out for these children.

- 4.2 The administration of medicines follows the same procedures as for administration in school.
- 4.3 A copy of health care plans is kept with the pupil's medication and will be taken on visits in the event of information being needed in an emergency.

## 5. **Roles and Responsibilities of Staff Administering Medicines**

- 5.1 Any member of staff giving medicines will check:
  - 5.1.1 The child's name
  - 5.1.2 The prescribed dose
  - 5.1.3 The expiry date
  - 5.1.4 Written instructions by the prescriber on the label or container
- 5.2 If there is any doubt about procedures, staff will not administer the medicines without checking with the parent/ carer first.
- 5.3 Each time a medicine is given, a written record will be kept in the Medication Record Book and filed in the first aid file. This is done by signing the medicine form. Good records demonstrate that staff have exercised a duty of care.
- 5.4 We support and encourage children, who are able, to take responsibility to manage their own medicines, but they are always supervised and medicines are always kept in the office.
- 5.5 If a child refuses medicine, staff do not force them to take it, but will record this and ensure that the parent/ carer is aware of it.

## 6. **Parental/ Carer Responsibilities in Respect of their Child's Needs**

- 6.1 Parents/ carers should provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is required.
- 6.2 Information about a medical condition should be included as recorded by the child's G.P.
- 6.3 Parents/ carers and the school will then reach an agreement on the school's role in supporting the child's medical needs.
- 6.4 Parents/ carers should be aware that sharing information with other staff will ensure the best care for the child.

## 7. **Staff Training in Dealing with Medical Needs**

- 7.1 Each year, medical conditions and required care are shared as part of transition meetings between staff so that they are aware of any incidents that may occur.



- 7.2 When the condition is of a more serious nature an individual health care plan is created which contains the child's photograph and is distributed to relevant staff and displayed in the register so that staff are aware of the likelihood of an emergency arising and what action to take should one occur.
- 7.3 All staff who are responsible for administering prescribed medicines to a child will be given the appropriate training and guidance.
- 8. Dealing with Medicines Safely**
- 8.1 All medicines may be harmful to anyone for whom they are not appropriate, therefore it is essential that they are stored safely.
- 8.2 We can only store, supervise and administer medicine that has been prescribed or labelled for an individual child.
- 8.3 All medicines of this type should be handed in to the office in the morning and collected from the office at the end of the school day.
- 8.4 All emergency medicines, such as inhalers, are kept in classrooms.
- 8.5 Office staff are responsible for reminding parents when medicine dates are due to expire.
- 8.6 All medication must be collected by the parent at the end of the course/ treatment. Any unrequired medication left in school at the end of each half term will be taken to the pharmacy for safe disposal.
- 9. Emergency Procedures**
- 9.1 In the event of an emergency, an ambulance will be called and a child will be accompanied to hospital by a member of staff and the parents/ carers will be notified. A staff member will stay with the child until a parent/ carer arrives.
- 9.2 If more appropriate, the child may be driven to hospital by a member of SLT, accompanied by another staff member.
- 9.3 In all cases, administration of medication and/ or treatment to a pupil will be at the discretion of the headteacher. However, ultimate responsibility remains with the parents/carers.
- 10. Summary of Procedure to Dispense Medication**
- 10.1 Only medicine which is prescribed by a doctor or has a pharmacy label will be administered at school.
- 10.2 Permission to dispense medication form must be completed by the parent/carer.
- 10.3 Medicine must be in original packaging, clearly marked with name of child, class and dose to be administered.
- 10.4 All medication given must be recorded and witnessed on the reverse of



the 'Request for Administration of Medicine in School' form.

- 10.5 It is the parent/carer's responsibility to collect medication at the end of each school day where necessary.
- 10.6 It is the parent/carer's responsibility to collect and dispose of medication at the end of treatment.



## Appendix 1

### Request for Administration of Medicine in School

Staff will only give your child medicine when you complete and sign this form, and the Headteacher/ Senior Leader has agreed that staff can administer the medication.

#### PUPIL DETAILS

Child's Name	Date of Birth
Details of condition/ illness	Class

#### MEDICATION

Name of medication as written on the container	Date dispensed
Dates that medication is to be taken:  From:  To:	

#### FULL INSTRUCTIONS FOR USE

Dosage	Method
Timings	Special precautions
Side effects	Self-Administration (Yes/ No)
Procedures in case of an emergency	

#### CONTACT DETAILS

Name	Relationship to pupil
Address	Telephone Number

I understand that it is my responsibility to deliver and collect the medicine personally to a member of staff and accept that this is a service which the school is not obliged to undertake.

Signed \_\_\_\_\_ Date \_\_\_\_\_



PTO

**Staff member receiving medication**

I agree that the medication was brought into school in accordance with the policy by the child's parent/ carer:

- In date
- Pharmacy label in child's name is intact
- In its original container as dispensed by the pharmacist
- Accompanied by instructions for administration, dosage and storage

Signed \_\_\_\_\_ Date \_\_\_\_\_

Staff Name \_\_\_\_\_

**Headteacher/ Senior Leader Approval**

I agree that this medication can be administered in accordance with the policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Staff Name \_\_\_\_\_