

# St Clement's Catholic Primary School

## Administration of Medicines Policy



<b>Approved by:</b>	The Governing Body	<b>Date:</b> 23 <sup>rd</sup> November 2023
<b>Last reviewed on:</b>	November 2023	
<b>Next review due by:</b>	November 2024	

St Clement's Catholic Primary School wants to support pupils who may benefit from having medicine administered during the school day - this might be a prescribed medicine e.g. inhaler or antibiotics or a non-prescribed dose of paracetamol or antihistamine to make a child comfortable. The decision to administer any medicine will always be taken in conjunction with parents and carers.

Surrey Guidance 'Supporting Pupils with Medical Conditions' (January 2016) has been referenced when developing our policy. This policy should be read in conjunction with the St Clement's 'Policy for Supporting Pupils with Medical Conditions'. The above named persons are responsible for ensuring that staff are made aware of the needs of individual pupils.

### **Aims**

- To ensure pupils with prescription medicines will have them administered, by school staff during the school day, with parental consent
- To allow for non-prescription medicines to be administered, by school staff during the school day, with parental consent

### **Procedures**

Staff receive regular training from the School Nurse to support care of pupils with asthma, nut allergies and diabetes.

The persons named above are responsible for ensuring that whenever school staff are asked to administer a **prescribed medicine**:

- The parent or carer hands the medicine/inhaler to a staff member
- The medicine is clearly labelled and prescribed for the child
- The 'Parental Agreement for St Clement's Catholic Primary School to Administer Medicine' M1 is completed and attached to the medicine/inhaler (Appendix 1)
- If appropriate a Care Plan M3 (Appendix 3) is completed
- Clear and up to date advice is received from parents about the timings of doses, storage and collection of the medicine
- We will only administer prescribed medication that is either 4 doses per day or more or 3 doses per day if pupils have a club or wrap around care
- Staff supervise and support administration as necessary

The persons named above are responsible for ensuring that whenever school consider a child might benefit from a **non-prescribed medicine** during the school day, that a staff member:

- Contacts the parent/carer to discuss why the medicine might be of benefit
- Seeks verbal agreement to dispense a dose of agreed medicine and checks if a dose has already been given that day
- Checks if a dose has already been given that day at school on the school's recording sheet M2 (Appendix 2)
- Follows the manufacturer's instructions and warnings when administering age appropriate dose
- Records the dose on the 'Record of Medicines Administered to all Pupils' form M2 and informs the parent/carer via email (Appendix 4)

### **Storage of medicines**

- Medicines (prescribed and non-prescribed) supplied to the school to treat long term/chronic conditions will be stored in class labelled boxes (safely but accessible) in a cupboard in the school office.
- Adrenaline pens, and other emergency medication, will be stored (safely but accessible) in individually labelled boxes in the first aid bags in each class.
- Medicines (prescribed and non-prescribed) supplied to the school to treat short term conditions will be locked in the school office or kept in the office fridge as appropriate
- School supplies of paracetamol and antihistamine will be locked, with the exception of one bottle of antihistamine to be kept above the sink in the school office.
- Asthma spacers to be returned to parents on a termly basis

### **Parental Responsibilities**

- Ensure all medical information given to the school is current and accurate
- Administer medicines out of school hours where possible
- Ensure medicines are in date and replaced as necessary
- Collect medicines at the end of the school day, if necessary
- Wash and return asthma spacers to school on a termly basis

### **Off-site activities**

- For activities that do not include an overnight stay, staff will carry them in the First Aid bag – older children may be asked to carry their own inhaler
- Staff are responsible for ensuring the first aid bag is returned to their classroom
- Procedures for Residential Trips involve parental consents for administration of prescribed and non-prescribed medicines as necessary

APPENDIX 1

FORM M1

**Parental Agreement for St Clement's Catholic Primary School to Administer Medicine**

**Note:**

**Medicines must be in the original container as dispensed by the pharmacy, with the child's name clearly marked.**

The school setting will not give your child a prescribed medicine unless you complete and sign this form. The school has a policy that staff can administer medicine.

Name of School: **St Clement's Catholic Primary School**

Child's Name	
Class	
Start date	
Finish date	
Name of medicine	
Expiry date	
Reason for medication	
Is the child's condition contagious?	
Has the child had a reaction to this medicine previously?	
How much to give - dose to be given	
Time to be given	
Storage of medicine	
Special instructions	
Name and daytime contact number	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I acknowledge that I am responsible for ensuring that the medication is replaced, if necessary, before the expiry date.

Parents/Carers Signature .....

Print Name ..... Date .....





**St Clement's Catholic Primary School**

**Care Plan**

Child's name:

Age:

Year Group:

Child's diagnosis:

Brief explanation of how the condition affects the child (including symptoms, triggers etc):

Child's current medications:

Recommendations to meet the child's needs:

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

Signature of

Date: \_\_\_\_\_

## *APPENDIX 4*

Please find below details of the non-prescribed medicine administered to your child today following verbal consent given to St Clement's catholic Primary School.

Name of child:

Medicine administered:

Dose:

Time administered: