

St Mary of the Angels Catholic Primary School

Recognising and celebrating the presence of Christ in one another.

At St. Mary of the Angels:

- ◆ we aim to follow Jesus through the teaching of the Gospels and inspire each other to be Christ-like;
- ◆ we all work as a big team to encourage everyone to be the best that they can be, at work and at play;
- ◆ we create a safe, positive, fair environment where all feel respected and valued.



Administering Medicines Policy

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| Current date approved: | January 2023 |
| Approved by: | Full Governing Board |
| Date of Next review: | January 2024 |

Aims of this Policy Statement

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Even if they have improved, children should not return to school for at least 48 hours into a course of antibiotics,

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

Prescription Medicines

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day).
- All medicines should be taken directly to the school office by a responsible adult.
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
- The medicine should be clearly marked with the child's name and class number.
- The appropriate dosage spoon should be included with all medicines sent to school.
- Any medicine administered will be recorded by the staff member in the Medication Folder in the School Office.
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer. Only in exceptional situations we will accept telephone consent.
- School will only also administer non-prescription medicines if there is a compelling reason, supported by a doctor's note.
- These must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above.
- They should be clearly marked with the child's name and class number.
- The medicine must be collected from the office and taken under the supervision of an adult.
- School will not give paracetamol or ibuprofen routinely, as their primary use is to control raised temperature for which a child should be at home. If advised by a doctor in writing, we will give them for pain relief.
- No child under sixteen should be given aspirin unless prescribed by a doctor and parental consent given
- We do not allow cough sweets in school.

Roles and Responsibilities of School Staff

- Staff at St Mary of the Angels are expected to do what is reasonable and practical to support the inclusion of all pupils. In identified Individual Health Care plan circumstances, this will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so.
- Staff must complete the 'Medication Record Book' kept in the office each time medicine is administered within school time; any side effects the child may have must be recorded and parents informed.
- Staff administering medication must wash their hands before and after contact - children must follow this process too. PPE is readily available if there is a prolonged administration or close contact.

- Children will be encouraged by staff, depending on the child's needs, to self-administer with adult support where appropriate. Where possible staff will sit/stand beside the child.
- Staff are aware if a child refuses to take the medication, that the child has a right to refuse and staff will not force them to do so. Parents would be informed of the situation.
- Relevant staff will be trained on how to administer Epi pens each year. The most recent training took place in December 2022.
- Mrs Julie Joyce is currently the First Aid named person. She is responsible to the Headteacher for updating care plans, liaising effectively with parents and ensuring that all staff have up to date records available to them for trips and activities. She is also responsible for keeping the register of First Aid trained staff up to date.

Parents' Responsibility

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration.
- Parents must complete the parental agreement form kept in the school office, before a medicine can be administered by staff; KS2 primary school children will often be able to manage their own medication, under adult supervision and with parental agreement given through the appropriate paperwork as described above.
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epi pens, are kept up to date.
- Medicines no longer required in school, even if empty, will be returned to parents for safe disposal to a pharmacy.
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

Long-term and Complex Needs

Where a child has significant or complex health needs, parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the child (pupil voice), parents and relevant health care professionals. (Parents are key partners in developing and reviewing the health care plan.) This is the responsibility of the parent to maintain and update, as recommended by the doctor or medical professional. The health care plan is reviewed annually by key partners.

Safe Storage of Medicines

- The school is responsible for ensuring that all medicines are stored safely.
- Parents are responsible for ensuring that medicines in school are up to date for their child; this will be uniformly checked by staff on accepting the medicine into school.
- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration.
- All medicines are stored in the relevant classroom (on a high shelf) or, if appropriate, in the fridge with access only for staff.
- Asthma reliever inhalers are kept in class; pupils are aware where their inhalers are stored.
- Epi pens are kept in an **unlocked** cupboard to ensure swift and easy access; they are in the child's class in a zip bag labelled with the child's name and instructions. This is for easy access for staff and children.
- Where medicines need to be refrigerated, they will be kept in the staffroom fridge; the temperature of the fridge is monitored and recorded.

- Prescribed controlled drugs can be administered, but will be stored in a locked non-portable container. Records are kept to record the amount of controlled drugs held. Administration of this medication is by authorised staff only- two members of staff.
- Wherever possible, children can be allowed to carry their own medicines or able to access medicines for self-administration. This would be agreed by the Head Teacher involving a risk assessment.
- School WILL dispose of the school spare EpiPens via the local GP surgery in a sharp box and school spare inhalers are handed in to the local pharmacy.

Managing Medicines on School Trips

On school visits, the teacher is responsible for taking the class medication, e.g. asthma pump, EpiPen, enzymes, eczema cream with them. They may agree to take temporary responsibility for administering medicine e.g. antibiotics, following the above procedure, providing this is agreed and documented on the risk assessment, by a member of the SLT prior to the school trip.