



Administering Medicines Policy

Last Review: **November 2024**

Approved by: **Governing Body**

Date: 21st November 2024

Next Review Date: **November 2025**

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Introduction

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 Head of School (Mrs Chappell) and Office Staff (Mrs Hicks) are responsible for ensuring that staff are made aware of the needs of individual pupils.

If any member of the school staff (teacher, teaching assistant or wraparound care assistant) is informed of any medical needs or allergy information about a pupil, it is their responsibility to inform the Head of School and the school office as soon as possible.

Aims

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

Procedures

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

School staff will only administer '**prescription only**' medication that meets the following criteria:

- A 'Parental Agreement for St Clement's Catholic Primary School to Administer Medicine' M1 form has been completed and accompanies the medicine (Appendix 1);
- The medicine is clearly labelled as being prescribed for the child;
- The medicine is in its original container as dispensed by the pharmacy;
- 4 doses per day or more – a maximum of 2 doses will be given in school and this will **only** be on the occasion where your child has an after-school club or wraparound care. If your child does not have an afterschool club or wraparound care, then only 1 dose will be given;
- 3 doses per day – will **not** be given in school **unless** your child attends an afterschool club or wraparound care. In this instance, 1 dose will be administered;
- At the end of the course, the medicine container must be collected by the parent or another adult.

School staff will not administer planned doses of non-prescription/over the counter medicine.

Examples of such medication include paracetamol, hay fever medication, eye drops, cough syrups etc. If you would like your child to have a planned dose of a non-prescription/over the counter medicine during the school day, you will need to contact the school office and arrange a time to visit the school and administer the medicine to your child yourself or arrange for another adult to do so. Children will be able to continue to apply their own emollient creams for eczema.

If your child becomes slightly unwell during the school day and would benefit from a dose of either liquid paracetamol or hay fever relief, you will be contacted and school staff, with your agreement, will be able to administer a one-off dose. You will then be aware of your child's condition and, should you wish for them to have any subsequent non-prescription medication in the following days, this will be your responsibility to administer.

School staff will only administer non-prescription when the following criteria has been met:

- Contacts the parent/carer to discuss why the medicine might be of benefit
- Seeks verbal agreement from the parent/carer 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 Arbor, example message in Appendix 3

Storage of medicines

- Medicines (prescribed and non-prescribed) supplied to the school to treat long term/chronic conditions will be stored in either a locked cupboard in the school office, a locked box in the office fridge or class first aid bags.
- Adrenaline pens, and other emergency medication, will be stored (safely but accessible) in individually labelled bags in the first aid bags in each class.
- Medicines (prescribed and non-prescribed) supplied to the school to treat short term conditions will be stored in either a locked cupboard in the school office, a locked box in the office fridge or class first aid bags.
- School supplies of paracetamol and antihistamine will be locked in the office cupboard
- Asthma spacers and inhalers to be returned to parents on a termly basis to clean and check dates.

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 and inhalers to school on a termly basis

Off-site activities

- For activities that do not include an overnight stay, staff will carry medication in the first aid bag
- 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

Appendix 2 - Form M2

Record of Medicines Administered to all Pupils – St Clement’s Catholic Primary School

DATE DD/MM/YR	NAME	TIME	PERMISSION AGREED WITH?	MEDICINE	DOSE	REACTION Yes or No	SIGN NAME	PRINT NAME

Appendix 3 – Non-prescribed Medicine

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:

Reason:

Dose:

Time administered:

St Clement's Catholic Primary School
Fennells Mead
Chessington Road
Ewell
Epsom
Surrey
KT17 1TX

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