

St Thomas of Canterbury Primary School

Administering of Medicines Policy



Approved by:	Full Governing Body	Date: 18th January 2023
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St Thomas of Canterbury Policy/Procedure for the Administration of Prescription Medicines
Roles and responsibilities for Staff administering Medicines in School.

- Medicines should only be taken to school when it would be detrimental to a child's health if the medicine were not administered during the school 'day'. Parents are encouraged to ask their prescriber if the dose frequencies will allow the medicine to be taken out of school hours.
- Medicines will only be accepted if they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines must be provided in the original container and labelled with the child's name and include the prescriber's instructions for administration, dosage and storage.
- It is the parent's responsibility to collect the medicine provided from the school office at the end of the day.
- Medicine will be administered by First Aiders with another person present to check the dosage.
- Medicines will be disposed of as and when appropriate
- Any medicine sent into School will be forwarded to the relevant first aider in the child's class along with the Administration of Medication Consent Form signed by the parent/carer.
NO MEDICINE CAN BE ADMINISTERED WITHOUT AN AUTHORISED FORM.
- Medicines will be stored in the classroom stockroom or in case of medicines that require refrigeration they will be stored in the staffroom fridge.
- A Record of Medicine administered will be completed and held in class.
- Non-prescription medicines **will not** be administered by school staff and children will not be allowed to self-manage non-prescription medicines such as throat lozenges.

Guidance on the use of inhalers

- Individual care plans need only be in place if children have severe asthma, which may result in a medical emergency.
- Inhalers **MUST** be readily available when children need them. Pupils of year 3 and above should be encouraged to carry their own inhalers. If the pupil is too young or immature to take responsibility for their inhaler, it should be stored in a readily accessible safe place.
- It would be considered helpful if parent/carer could supply a spare inhaler for children who carry their own inhalers. This could be stored safely at school in case the original inhaler is accidentally left at home or the child loses it whilst at school. This inhaler must have an expiry date beyond the end of the school year.
- All inhalers should be labeled with the child's name.
- Some children, particularly the younger ones, may use a spacer device with their inhaler; this also needs to be labeled with their name. The spacer device needs to be sent home at least once a term for cleaning.
- School staff will attend regular update training provided by the Health authority
- Parent/carer should be responsible for renewing out of date and empty inhalers.

- Parent/carer should be informed if a child is using the inhaler excessively.
- The inhaler must be available during PE and games. If pupils are unwell they should not be forced to participate
- If pupils are going on offsite visits, inhalers must still be accessible.
- It is good practice for school staff to have a clear out of any inhalers at least on an annual basis. Out of date inhalers, and inhalers no longer needed must be returned to parent/carer.
- The school will purchase spare inhalers for emergency use only.

Complex Medical Needs

Please refer to the Joint Protocol for Supporting Pupils at School with Medical Needs. (A copy is available on the school website: www.st-thomasofcanterbury.st-helens.sch.uk)

Educational Visits

For day trips, the First Aider accompanying the trip will take all medicines with accompanying consent forms. The form and medicine will be checked by 2 Staff during the day and the medicine administered by the First Aider supervised by another member of Staff.

The record of medicines administered form will be completed on return to School.

For residential trips, all Medical Forms will be collected before the trip commences. The Group Leader will collect ALL medicines in on the day of leaving School. Medicines will be administered at the appropriate time by the a designated member of staff on the residential visit and witnessed by another member of Staff. A record of medicines administered will be kept during the residential trip, signed by the 2 members of staff who have administered and witnessed the medication process.

Parental Responsibilities

Parents are responsible for their child's health and should provide the school with information about their child's medical condition. It is the responsibility of the parent/carer to provide the school with the appropriate quantity of medication with the pharmacy label in place and in the original container. Parent must complete the Administration of Medicine Form ensuring all information is provided (staff will check this information is the same as that provided by the prescriber).

It is the Parent's responsibility to collect the medicine at the end of the school day.

Parents must note that any Medicine is administered on a voluntary basis by the School. The School (Headteacher and Staff) cannot be held responsible for any omissions of medicine if it is entrusted to the School.