



Reaching our Potential Together in Christ

MEDICINES, PARACETAMOL AND ADMINISTATING POLICY

Policy Name: **MEDICINES POLICY**

Subject coordinator: Helen V Bird

Date reviewed: September 2025

Date to be renewed: September 2026



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Mrs L Morgan | School Bursar



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ST MARY MAGDALEN'S
CE Primary School



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VISION STATEMENT

'To live and live splendidly' *John 10:10*

By reaching our potential together in Christ.

We believe that through the teaching of God's word at St Mary Magdalen's Church of England Primary School, we prepare our children for all challenges that lie before them, enabling all our school family to, **'live and live splendidly' *John 10:10*** **'By reaching our potential together in Christ.'** We endeavour to provide a rich soil, enabling our children to flourish socially, morally, and spiritually in a safe environment. We do this by being prayerful and accepting of God's word, following our Christian values where love is central to all we do ***Galatians 5:22-23.*** *It is our vision to inspire our children by creating a love of learning throughout our unique curriculum.* We worship by celebrating our uniqueness in the acceptance and respect all our differences whilst remembering our faith's diversities and spirituality. ***John 13:34.***



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MEDICINES POLICY

This policy is based on guidelines from Lancashire County Council 'Medicine Safety and other health related topics' Dec 2008 which the former 'Managing medicines in Schools documents.

GENERAL PRINCIPLES:

Teachers and non-teaching staff have no legal or contractual duty to administer medicines.

The child's own doctor is best placed to advise whether a child should or should not be in school, children who are unwell should not be in school.

The school holds confidential information on children's health which parents/carers need to update regularly; it is their responsibility to do so.

The school will consider requests made by parents for the administration of medicines when:

- It is a **prescribed** medicine except in the **emergency of suspected anaphylaxis shock where parental permission has been gained to administer an emergency antihistamine**. Non-prescription medicines will not be administered by school; parents may negotiate a time to come into school to administer non-prescription medicines themselves if they wish.
- Paracetamol/Ibuprofen may also be administered with Parental permission.
- Administration is discussed with the Lead Adult (or their deputy) and all relevant forms have been signed. No child under 16 will be given medicines without written parental consent.
- The request forms must be re-submitted for each new medication.
- The medicine needs to be clearly labelled with name, dosage and contents.
- If a child refuses administration, a designated person will contact the parent/carer immediately and the emergency services if deemed necessary.
- If the child is to partake in any out of school activities administration must be negotiated with the Lead Adult.

CONTROLLED DRUGS:

Some drugs are regulated under the 'Misuse of Drugs Act 2005'. Appropriate information and training must be obtained and followed. Controlled drugs will be kept in locked, non-portable container with only named staff having access to it. The recipient of the medicine is legally allowed to carry their controlled substance.

STORAGE:

Medicines must be labelled, named, have stated dose and frequency written clearly on them. The Lead Adult will be the responsible key holder; however emergency medications must be readily available to the child concerned, not locked away. Medicines requiring refrigeration may be kept in refrigerators containing food but should be in an airtight container that is clearly labelled.



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DISPOSAL OF MEDICINES:

Any medication in school must be collected at the end of each term by parent/carers and disposed of responsibly by them.

HEALTH CARE PLANS:

See Lancashire guidance on 'Assisting children with complex needs' policy.

ASTHMA:

Advice should be sought from health professionals and the school will keep an up-to-date asthma register and up to date asthma record sheets (see appendix)

- Relievers: (blue) taken immediately to relieve symptoms or before exercise.
- Preventers: (brown, red, orange or purple) usually used morning and evening and in conjunction with a spacer.

Children with asthma must have immediate access to inhalers and are allowed to carry them with them. Parents must consult with the Lead Adult and sign all relevant forms. The Lead adult will ensure it is stored safely but within easy access. Inhalers should always be available during sporting activities and educational visits.

EPI PENS:

Some pupils may suffer anaphylactic shock through a severe and sudden reaction to e.g. insect bites, nut allergies etc. The school has agreed to administer epi-pen medication in extreme circumstances and only if staff have received relevant and up to date training. Parents must consult with the Lead Adult and sign all relevant forms. The Lead adult will ensure it is stored safely but within easy access.

EDUCATIONAL/SPORTING VISITS:

The Lead Adult and class teacher will negotiate whether an additional supervisor/parent/volunteer will accompany the child.

RESPONSIBILITIES:

As a Voluntary Aided School the Governing Body is the employer and the Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.

The Governing Body is legally required to establish, maintain and monitor this policy and has a duty to ensure a qualified, suitable member of staff to administer it.

The Head Teacher is responsible for putting the policy into practice and has duty of care to manage the provision, monitoring the Lead Adult and all paperwork (records, procedures, insurance, risk assessments etc.), prepare for anticipated needs (see policy on assisting children with complex needs),



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gather professional advice when needed and inform the Governing Body of any educational implications.

The designated Lead Adult is responsible for developing, establishing and maintaining detailed procedures, it is their duty to ensure staff training, manage the staff who administer medicines, liaise with parents, keep written confirmation of insurance cover for the administering staff, keep written records, be a key holder for medicine storage and be responsible for safe storage of medicines keep up to date consent forms.

Parent/carers are responsible for ensuring that school has up to date contact details and emergency contact details that school is given relevant information in writing that is signed and dated, for liaising with the Lead Adult, for personally delivering medicines and for the responsible disposal of any left-over medicines. It is also the parent/carers responsibility to ensure the medication is within its expiry date.

DESIGNATED PERSONS:

Teachers and non-teaching staff have no legal or contractual duty to administer medicines.

Designated persons, who have included this as one of their responsibilities, have a duty to take reasonable care, carry out activities in accordance with training and instructions and to inform the employer of any perceived risks.

The Lead Adult is to ensure class teachers are kept up to date and informed of any medicines administered to any of their pupils.

See appendix for names of Lead Adult, Designated Administrators and their deputies.

Paracetamol (CALPOL) Policy

It is a legal requirement that we have the permission of parents and carers in order for a designated person to administer any pain relief medication.

A permission to administer paracetamol section is included in the Medicines which is kept in the school office.

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

Protocol for the Administration of Paracetamol



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Paracetamol must only be dispensed by a qualified First Aider and the following procedure must be adhered to:

- Paracetamol can be administered to children of any age, dose must be suitable for their age and weight.
- Establish the name and age of the pupil
- Establish consent has been obtained from the parent or guardian of those pupils under the age of 18, and that the pupil is willing to take medication
- Establish that paracetamol or a product containing paracetamol has not been taken within the last 4-6 hours
- If paracetamol is administered at any time during the school day parents will be informed of the time of administration and dosage by telephone or text.
- The school will keep records of the administration of paracetamol as for prescribed medication.
- Pupils must not bring paracetamol (or other types of painkillers) to school for self-administration.
- Only 4 doses permitted in 24 hours.
- Establish if the patient is taking any other medication
- Record the name, reason for medication, date and dosage in the daily medical log.
- Provide information relating to the time a repeat dose can be administered.

If a Pupil requires paracetamol between the start of school (8.00am) and 11.30am parent/carer consent must be obtained by telephone. If the parents cannot be contacted paracetamol cannot be administered. Conversation with parent/carer should be recorded in the daily medical log.

The school may administer paracetamol on the day between 11.30am and 4pm where prior written consent has been given.

During 8.00am and 11.30am parent/carer consent must be contacted by telephone. If the parent/carer cannot be contacted paracetamol cannot be administered.

Paracetamol is used for:

Mild to moderate pain and pyrexia (fever).

Dose by mouth.

Wait at least 4 hours before taking another dose.

Do not take more than 4 doses in any 24 hour period.



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Children 3-7 years

5ml

3-4 times a day

Children 8-12 years

10ml

3-4 times a day

Contra Indication:

Regular use may enhance Warfarin (anticoagulant).

Doperidene, metoclopramide (antiemetic) accelerate absorption, enhancing the effort of Paracetamol.

Cholestyramine (promotes conversion of cholesterol into bile) reduces adsorption therefore Paracetamol must be taken 1 hour before or 4-6 hours after Cholestyramine.

Side effects of Paracetamol:

Rare:

May include rash, blood disorders, acute pancreatitis, liver damage and less frequently renal damage.

Overdose:

- 10-15mg may be fatal for an adult
- Irreversible liver damage may result from a high but not fatal dose.
- Despite a lack of significant early symptoms patients who have taken an overdose of
 - paracetamol should be transferred to hospital.
- Antidotes can be given within 10-12 hours.



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Appendix 1

ADMINISTRATION OF MEDICINES

PARENTS

I clearly understand and accept that

- ✓ The above medicine must be delivered to the school personally and collected and disposed of by the parent/carer responsibly
- ✓ The responsibility for advising the school of changes in dosage remains mine
- ✓ Teachers will not be asked to administer medicine
- ✓ Only the "designated" person/s will be asked to administer medicine
- ✓ Should the "designated" person/s refuse to administer given medication, then the school and parent/carer will consult to find mutually acceptable alternative arrangements
- ✓ The school is under no obligation to administer medicines
- ✓ Medicines will not be administered unless this form is fully completed and reviewed as agreed

Signed _____ (Parent/Carer)



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**PARENTAL AGREEMENT FOR St Mary Magdalen's CE Primary School TO ADMINISTER
MEDICINE**

Child's Name: _____

Date of Birth: _____

Class: _____

Medical Condition: _____

Contact Information

Name: _____

Daytime phone number: _____

Relationship to child: _____

MEDICINE

Type of Medicine: _____

Date dispensed: _____

Expiry date: _____

Agreed review date: _____

Dosage and method: _____

Timing: _____

Administered by Nominated Person/s _____

Special precautions: _____

Side effects that the School needs to know about : _____

Procedures to take in an emergency: _____

**If it is a controlled drug under 'Misuse of Drugs Act 2005' regulations must be seen and
discussed with all parties concerned before administration is agreed.**



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APPENDIX 2

DESIGNATED STAFF

I _____ HELEN BIRD _____ as the Lead Adult undertake the responsibility for putting the MEDICINE POLICY into practice, ensure staff training is up to date, establishing and maintaining procedures and records, managing the staff that administer medicines, liaising with parents, and being responsible for safe storage of medicines.

I LISA MORGAN _____ as the Deputy Lead Adult undertake the responsibility for putting the MEDICINE POLICY into practice, ensure staff training is up to date, establishing and maintaining procedures and records, managing the staff that administer medicines, liaising with parents, and being responsible for safe storage of medicines. In the Lead Adult's absence.

I STEPH BRADSHAW _____ as the Deputy Designated Administrator of medicine agree to undertake the responsibility to administer medicines in accordance with the Lead Adults advice and guidelines. In the absence of the Designated Administrator

I NICOLA JACKSON _____ as the Deputy Designated Administrator of medicine agree to undertake the responsibility to administer medicines in accordance with the Lead Adults advice and guidelines. In the absence of the Designated Administrator



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Appendix 3

Record of medicine administered in St Mary Magdalen's CE Primary school to all children

DATE	CHILD'S NAME	TIME	NAME OF MEDICINE	DOSE GIVEN	ANY REACTIONS	SIGNATURE OF STAFF	PRINT NAME

Please note that if child refuses to take medication, this MUST be noted on the form and parents and emergency services contacted if necessary.



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Appendix 4

RECORD OF TRAINING UNDERTAKEN BY NOMINATED ADMINISTRATOR OF MEDICINE

DATE	NAME	COURSE/TRAINING	SIGNATURE OF STAFF	PRINT NAME



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Appendix 5

Record of medicine administered in St Mary Magdalen's CE Primary school to asthma sufferers

Name of Child _____

DATE	TIME	DOSE GIVEN	ANY REACTIONS	SIGNATURE OF STAFF	PRINT NAME

Please note that if child refuses to take medication, this MUST be noted on the form and parents and emergency services contacted if necessary



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