



St. Peter's
Catholic
Primary School

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Managing Medicines in School Policy

Date:	September 2024
Review date:	September 2025
Headteacher: Mrs C Young	C J Young
Chair of Governors: Mrs K-A Kent	K-A Kent

Parents and carers have prime responsibility for their child's health and should provide school with information about their child's medical needs in an appropriate and timely manner.

There is no legal duty that requires School staff to administer medicines to children. However, there are certain School staff who have been identified as able to facilitate this.

Please Note:

- Medicine will only be administered provided a 'Parental Agreement Form 3A' is completed in advance. Parents are required to sign an acknowledgement slip at the end of each day that medicine is administered.
- All medicines must be handed in to the main school office. Emergency medicines e.g. inhalers and EpiPens will be passed onto individual classrooms to enable immediate access for pupils.
- Staff will not accept medicines that have been taken out of the container in which they were originally dispensed, nor make changes to the prescribed dosages, even if asked by a parent.
- Staff will not administer medicines that have not been prescribed by a doctor, dentist, pharmacist or nurse.
- Medicines will only be accepted by staff in the original container (including dosage spoon if required) which must include the prescriber's instructions including:
 - Name of child
 - Name of medicine
 - Dosage
 - Method of administration
 - Time/frequency of administration ▪ Any known side effects
 - Expiry date
- Medicines prescribed 4 times a day may be administered in school as long as the above procedures are followed and a consent form is completed beforehand.
- Medicines that need to be taken 3 times a day should be given at home in the morning, after school and at bedtime.
- Calpol and other "over the counter" medicines can only be administered if accompanied by a prescription or a doctors note, or if a parent/carer can come into school to give it.
- It is important that you as parent/carers inform class teachers of any long term medical needs of your child, and fill in the appropriate forms agreeing consent for administration.

HEALTH CARE PLANS

Children requiring long-term medication or with complex medical needs will require an individual 'Health Care Plan'. This is a personal support programme agreed between parents, school and health professionals e.g. G.P., consultant or nurse.

Asthma

Please inform the school office if your child has asthma or receives an asthma diagnosis during the course of the school year.

- Please provide details of their medication by completing a 'Parental Agreement Form 3A' and continue to keep staff informed.
- Please ensure children do not bring inhalers to school and keep it in their possession. A second inhaler is preferred which can be kept in the class room first aid locker permanently.
- Label all inhalers with your child's name and class.
- Children with asthma must always have their inhaler in school, but especially for P.E., games and swimming lessons.
- Inhalers have an expiry date. Please check on a regular basis and renew as required.

Allergies

- Please inform the school office if your child has an allergy (even if they do not have any prescribed medication).
- If your child does have medication to manage an allergy, school will need details as above e.g. Doctor/Hospital letter and a copy of any action plan.
- A 3a form must be completed to keep allergy medicine in school to be administered by staff.

Diabetes

Please inform the school office if your child has diabetes.

- Please provide details of their medication/needs.
- In the case of allergies or diabetes, a 'Health Care Plan' will need to be completed and provided.
- A 3a form must be completed to keep diabetes medicine in school to be administered by staff.

VISITS

Specific arrangements for the administration of medicine during out of school visits may be made subject to discussion with parents, school and health professionals. Appropriate risk assessments will need to be made.

Full government guidelines are available following the link below:

[Supporting Pupils at School with Medical Conditions Guidance](#)