



St. Peter's Catholic Primary School

Managing Medicines in School Policy

Date Policy Last Reviewed: 1 September 2021

Signed by:

_____	Headteacher	Date: _____
_____	Chair of Governors	Date: _____

Parents/carers have prime responsibility for their child's health and should provide school with information about their child's medical needs.

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. 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 the children).
- 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.

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. or nurse.

Asthma

Please inform your child's class teacher if your child has asthma.

- Please provide details of their medication by completing a 'Parental Agreement Form 3A' and continue to keep staff informed.
- 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.
- Please note: inhalers have an expiry date. Please check on a regular basis and renew if necessary.

Allergies

- Please inform your child's class teacher if your child has an allergy (even if they do not have any prescribed medication).
- If they do have medication, school will need details as above e.g. Doctor/Hospital letter and a copy of any action plan.

Diabetes

Please inform your child's class teacher 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.

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 for download from:
<http://nationalstrategies.standards.dcsf.gov.uk/node/84514>