Policy for:

# Medicines in School Policy

**Document Control**

**A. Confidentiality Notice**

This policy document has been approved by the Headteacher and Senior Management Team of St.Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee

**B. Document Details**

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## 1. Introduction

1.1 This policy has been developed between the school's Senior Leadership team and Staffordshire County Council Health and Safety Team (Guidance) and is written in accordance with the Department for Education (DfE) Statutory Guidance "Supporting pupils at school with medical conditions" December 2015.

Other supporting documents include:

- Statutory Framework for the Early Years Foundation Stage.
- Special educational needs and disability (SEND) code of practice.
- Equality Act 2010
- Medication Management Arrangements and Guidance (Staffordshire County Council).

## 2. Definitions

Within this policy administration refers to "the giving of a medicine or treatment"

## 3. Purpose

This policy outlines the roles and responsibilities of everyone involved in the handling of regular, emergency, and short-term medicines within St Modwen's Catholic Primary School.

## 4. Scope

This policy covers the administration of all medicines for individual pupils for 2025/26 that are expected to be administered in school in accordance with the signed parental request form

## 5. Responsibilities

5.1 The Governing Body

Will ensure that:

- This policy is reviewed regularly and is readily accessible to parents and school staff.
- The arrangements set out in this policy are implemented.
- There is a named person for the implementation of this policy.

5.2 School Staff

The Senior Leadership Team (SLT) is responsible for accessing safer handling of medicines training for staff, maintaining a register of trained staff and ensuring adequate cover of trained staff throughout the school. SLT will ensure that:

- A person has been designated to lead on the implementation of this policy, this is School Business Manager/Office Manager.
- All staff involved in handling and administrating medicines have received the appropriate training.

- An accurate list is maintained of all staff who are declared competent to handle and administer medicines along with the type of medication training they have received.
- A list of all staff authorised to administer medication is maintained along with a sample of their signature and initials.
- There is safe and secure storage for medicines within school.
- This policy is reviewed at least annually.

5.3 Healthcare Professionals

Detail designated responsibilities and roles which may include:

- School nurse.
- Informing the school when a pupil has been identified as having a medical condition that will require support in school.
- Support with on implementing a pupil's individual healthcare plan.
- Providing training for school staff.
- Providing advice and support.

5.4 Other professionals (Social Care, local authorities)

- Social Care – children subject to Social Care Plans who have medical needs which require administration of non-prescribed medication

5.5 Parents must provide:

- Timely and up-to-date information about their child's medical needs. Especially any changes to medication.
- A completed consent forms:
  - at the start of each Academic Year (Autumn Term)
  - if medication is required to be administered on Residential educational visits (8/11CD)
- The medicines to be administered in school. All medications sent into school must be in the original container and include a label stating pupil name, dose, frequency of administration and expiry date.
- An adequate supply of emergency/rescue medication held in school.
- Information via School Office (office@st-modwens.staffs.sch.uk) if any emergency/rescue medication has been administered prior to the pupil attending school that day along with dose and time.

5.6 Pupils

Pupils will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

## 6. Consent

School arrangements for obtaining consent from parents for administering long term and short-term medication:

- Parents will be required to consent for the administering of medication by completion of

- STM-MED3 Part 1: Confirmation of Medication details you require to be administered by
- HSF33: GP Consent Form -Over the Counter Medication (Homely Remedies)

## 7. Communication

This policy will be communicated to parents via the school website. Parents will be alerted to the annual republishing of the Policy via ParentMail.

## 8. Administration

The privacy and dignity of pupils is paramount, and medicines will always be administered in an area where this will not be compromised.

We will ask pupils and parents about any cultural or religious needs relating to the taking of medication or any prohibitions that apply. This information will be recorded as part of the pupil's healthcare plan or in the pupil's personal record.

To minimise the need for medication in school and where clinically appropriate parents are encouraged to ask the pharmacy or prescriber to prescribe medicines in dose frequencies that enable them to be taken outside of school hours. Medicines that need to be taken three times a day could be taken in the morning before school, after school hours and at bedtime.

Only medicines prescribed for individual pupils will be administered within school. Medicines bought over the counter that do not have a label stating pupil name and dose will not be administered. Instructions such as "when required" or "as necessary" are discouraged.

Parents who obtain over the counter medicines can authorise their use in school where appropriate for their child. When medication is to be administered, existing policies should be followed. In all cases best practice should be followed:

- Obtain written parental consent.
- Medication labelled by parent with child's name and the school (not a pharmacy label).
- Instructions for administration (follow the age-related instructions pre-printed on the medication.
- Clear records are kept regarding the administration of medications; time and dose given to ensure that the daily dose is not exceeded.
- Prescribing of medicines for long term conditions such as asthma and epilepsy will be managed through the GP.

This is good practice for all ages including child minding, day care, creches and out of school care.

Where a non-prescribed medicine is administered to a child school will record this on school **Medication Administration Sheet**. (HSF55)

Staff must never give a child under 16 aspirin or medicines containing ibuprofen unless prescribed by a Health Care Professional.

If a pupil refuses to take their medicine, they will not be forced to do so. Refusal will be documented, parents informed and agreed protocols followed.

**SCHOOL'S ARRANGEMENTS – CHECKING MEDICATION**:

- Checking medication in and out of school especially for controlled drugs where two members of staff will be needed.

**ADMINISTERING MEDICATION IN DIFFERENT SITUATIONS SUCH AS:**

- Long term (regular/daily) medication
- Short term (seasonal/short courses) medication
- "As required" Medication (PRN)
- Self-management of medication
- Emergency medication
- School trips and off-site activities (eg residential visits, sporting activities)
- Epilepsy medication
- Asthma medication
- Administration of anaphylaxis medication
- Administration of insulin

## 9. Safe Storage of Medicine

Access to areas of the school where medication is stored is restricted.

**The school's arrangements for storing medication and controlled drugs**:

9.1 Within School Medical Room

9.2 Transport between school and home – will be the responsibility of parents – Parents will be required to personally hand over and collect any unprescribed medication direct to the school office team.

9.3 During off site school visits and activities – unprescribed medication will be stored in a medical bag – clearly labelled with the child's name, dosage and medical administration sheet.

## 10. Disposal of Medicine

All unwanted/expired medicines will be returned home with the pupil for destruction at a community pharmacy. This school has no facilities for disposing of unwanted medication.

## 11. Management of Errors and Incidents (Misused medication or suspected theft)

The SLT will be informed of:

- Any medication that cannot be accounted for
- Suspected or known misuse of medication

SLT will instigate an investigation and report the incident following the school's incident reporting systems and disciplinary and capability policies. Staff completing the investigation will complete HSF 36: Medication Incident Report Form.

This will allow for trends to be monitored with supported improvement actions to be put in place.

## 12. Training

- School staff involved in the administration of medication to pupils will receive suitable training which will be refreshed annually. **Staff must not administer medicines without appropriate training.**
- Aspirin can only be administered by staff who hold Level 3 First Aid at Work, in an emergency heart attack situation and following advice from Emergency services. School holds Aspirin in the Medical Room.
- A record of who delivered the training and who received the training, along with the date the next training is due will be maintained by the school.
- At least two members of permanent staff will receive pupil specific medication training. All staff who work with pupils with specific medication needs will receive medication training. This training will be provided by the relevant healthcare professional.

## 13. Record keeping

The following records will be kept by the school: List records kept, such as:

- Confirmation of Medication Details and Parental consent
- Self-Medication Assessment
- GP Consent Form – Self Medication
- GP Consent Form – Over the Counter Medication (Homely Remedies)
- Protocol for Administration of PRN Medication
- Receipt of Medication- Transport
- Medication Incident Report Form
- Medication Administration Record sheet

- Staff Training Records including Medication In-house Training Record

## 14.Confidentiality

Whilst the school will strive to maintain confidentiality and comply with GDPR regulations, sometimes it may be in the pupil's best interests to share information about their condition/treatment/medication to other staff within the school and/or with other professionals. In these cases parent consent will be sought.

## 15.Complaints – reference School Complaints Policy

## 16.Monitoring and Review

- The school's designated lead for this policy School Business manager/Attendance and Admissions Officer will monitor the implementation of this policy and provide the SLT with information regularly (termly) on medication incidents.
- The school's SLT will review this policy annually or when there is a significant incident or change in guidance.
- The next scheduled review is **November 2026**

## 17.Forms

Detail the forms you use for administrating medication and how parents access the ones applicable to them e.g.

- Confirmation of Medication Details and Parental consent
- Self Medication Assessment
- GP Consent Form – Self Medication
- GP Consent Form – Over the Counter Medication (Homely Remedies)
- Protocol for Administration of PRN Medication
- Receipt of Medication- Transport
- Medication Incident Report Form
- Medication In-house Training Record
- Medication Administration Record sheet