



St Mary's Catholic Primary School

We follow in Jesus' footsteps

POLICIES AND PROCEDURES FOR ADMINISTERING MEDICINES

Staff at St. Mary's Catholic Primary School recognise that children with medical needs have the same rights of admission to our school as children without specific medical needs. St Mary's is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps the school will take to ensure full access to learning and ensure that children with medical needs receive the correct care and support, enabling them to participate in all activities appropriate to their own abilities.

Medication

Parents/Carers have the prime responsibility for their child's health and should provide school with information about their child's relevant medical history. Information is requested on the supplementary admissions form as the child starts school. Should the child's needs change, it is the responsibility of the parent/carer to inform school in writing, so that records can be changed accordingly.

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. If your child needs medicine, please speak to your child's class teacher or the school office to make arrangements to come into school to administer the medication personally. If this is not possible, parents may make a request for medication to be administered to the child at the school.

If medication is prescribed to be taken **three times per day**, this can be managed outside of the school day. However, if medication is prescribed to be taken **four times per day**, school staff will administer the lunchtime dose.

If you believe that your child requires medication at specific times during the day, and therefore, would like school to administer at these times, please provide school with written verification of this from your GP.

Legal Obligation to Administer Medicines

There is no legal obligation that requires school staff to administer medicines. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary.

Prescribed medicines

Only medicines prescribed by a medical professional can be administered to your child. Therefore, medication such as pain relief will NOT be administered by school staff. Parents/carers, however, are very welcome to come to school to administer such medication.

Parents are responsible for supplying school with adequate information regarding their child's condition and medication. The parent/carer will be asked to complete a form giving all relevant details so procedures for each individual child are known. If the medication is on a long-term basis, this information should be updated termly, or earlier, if medication is altered by the child's GP or consultant. A copy of the parental consent form will be kept in the school office in the 'Medicines' file.

For pupils requiring regular doses of medicine on a long-term basis, the parents will be asked to discuss the implications of the illness with the head teacher and the designated teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child.

After the receipt of medication, additional medication of the same type may continue to be accepted without further notice, but school must be notified of any changes to the prescribed medication or a change in medication, in writing.

'As required' medication, (for example, inhalers) will only be accepted if the above procedures have been followed. A record must be maintained of all medication administered to a child or young person.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. School will not accept medicines that have been taken out of the container nor make changes to dosage on parental instruction.

Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases, a parental consent form, together with clear instructions, must be completed, and parents must liaise closely with the child's class teacher.

Non-prescription medicine

Lancashire County Council (LCC) policy is not to accept or administer non-prescription medicines. A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Over the counter products

Cough/throat sweets, "Tunes" etc. should not be brought to school by pupils.

Sun lotion may come in to school as long as it is clearly labelled with the pupil's name and the pupil can apply the cream for themselves. Pupils must not share sun lotion.

Controlled Drugs

- Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed.
- The amount of medication handed over to the school will always be recorded.
- It will be stored in a locked non-portable container, and only specific named staff will be allowed access to it.
- Each time the drug is administered it will be recorded, including if the child refused to take it.
- Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Refusing Medication

If a child refuses to take medication, staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary, the school will call the emergency services.

Self-management

It is good practice to support and encourage children and young people (who are able) to take responsibility to manage their own medicine. The age at which they are ready to take care of (and be responsible for) their own medicines varies. For example, older children with a long-term illness should, wherever possible, assume complete responsibility under the supervision of their parent. In school, if a child or young person can take their medicines themselves, staff may only need to supervise.

Safe Storage of Medicines

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated.

All emergency medicines, such as asthma inhalers and adrenaline pens (epi-pens), will be readily available to children and will not be locked away.

Receiving/returning medicines

Medicines should be passed to the school office by the parent/carer at the start of the day. Consent forms must be completed by the parent/carer before any medicine will be administered.

Parents/carers must collect medicine at the end of the school day via the school office.

School will not be held responsible for medicine left in school overnight or where a parent/carer has forgotten to collect it at the end of the school day.

Medicines must not be brought in or collected by pupils themselves other than inhalers.

Emergency Medicines

If a pupil requires emergency medicines (inhalers, epi-pens etc), the parents/carers must inform the school by letter and they must be in school at all times. These must be labelled with the child's name and, where necessary, guidelines to administration. It is the responsibility of the parent/carer to ensure that the medicine is not out of date.

Educational visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. If your child is going on a school trip and may need medicine on that day, please ensure a medicine request form has been completed and your child's class teacher is aware they need medicine before the start of the trip.

Sporting Activities

Most children with medical conditions can take part in physical activities. Staff will take into account the need to adapt activities to meet the needs of all children. All staff will be aware of issues of privacy and dignity for children with particular needs. Some children will need to take precautionary measures before or during exercise and need to be allowed access to medicines such as inhalers.

Disposal of Medicines

Parents/carers are responsible for collecting medicine from the school office on a termly basis. Medicines that are not collected will be disposed of.

Confidentiality

We will treat all medical information confidentially. The head teacher will agree with the parent/carer who should have information about the medical needs of a child.

Evaluating the policy

The policy statement and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by the Governing Body. It will be formally reviewed every three years to ensure that the policy enables all children to have equal access to continuity of education.

Evaluated – April 2026

Review – September 2028