



ADMINISTRATION OF MEDICINE PROCEDURE

Document Control

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THE DUCHY OF LANCASTER COFE PRIMARY SCHOOL

AIMS

- to support regular attendance of all pupils
- to ensure staff understand their roles and responsibilities in administering medicines
- to ensure parents understand their responsibilities in respect of their children's medical needs
- to ensure medicines are stored and administered safely

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after.

Duchy of Lancaster is committed to ensuring that children may return to school as soon as safely possible after an illness (subject to the health and safety of the school community) and that children with chronic health needs are supported in school. This procedure sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

PRESCRIPTION MEDICINES & CONTROLLED MEDICATION

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken (and collected) directly to the school office by a responsible adult;
- All controlled medication must be accompanied by a Permission to administer Controlled medication form.
- All controlled medication must be kept in a clearly marked container and locked in the medicine cupboard.
- Medicines will only be accepted in the original container as dispensed by a pharmacist with the prescriber's instructions for administration.
- The medicine should be clearly marked with the child's first name and surname.
- The appropriate dosage spoon should be included with all medicines sent school.
- Any medicine administered by staff will be recorded on our Smartsafe monitoring system.
- The school office must be made aware of all medication in school.

Medicines will only be accepted for administration in school after a parent or carer completes the appropriate form.

NON-PRESCRIPTION MEDICINES

- We will also administer non-prescription medicines if necessary. They must also be handed in at the office by a responsible adult and they will not be given to children without prior written permission from parents as above.
- They should be clearly marked with the child's first name and surname.
- Children must not carry medicines themselves for self-administration during the day. The medicine must be collected from the office by a responsible adult at the end of the day.
- Any non-prescription medicine administered will also be recorded on our Smartsafe recording system.
- We will not give paracetamol or ibuprofen routinely but will consider the use of this in exceptional circumstances, e.g. broken bones, migraines.
- We do not allow cough and throat sweets in school.

ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- Staff at Duchy of Lancaster are expected to do what is responsible and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- All medicines are stored securely in the office with access only for staff;
- Asthma inhalers are kept in containers within each classroom with each pupil's inhalers named and a record of when the inhaler has been used recorded on Smartsafe.
- Epi-pens will be stored in a separate container for each child requiring the precaution within their classroom, out of reach of other pupils;
- Staff must complete the 'medication records' on Smartsafe each time medicine is administered withinschool time;
- Relevant staff will be trained on how to administer Epi-pens.

PARENTS RESPONSIBILITY

- Parents are responsible for informing the school of any medical conditions their child is receiving treatment for, e.g., asthma, allergies, and speech or hearing defects. They are also responsible for completing a Healthcare Plan, which will be kept in the child's electronic pupil file and by the classteacher if necessary.
- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the permission to administer medicine form kept in the office before a medicine can be administered by staff.
- In urgent, exceptional circumstances email permission can be given to administer medication for one day. The next day and permission to administer medication form needs completing.
- KS2 children may be able to manage their own medication under adult supervision but again, only we parental agreement.
- Parents are responsible for ensuring that all medication kept in school is kept in date.
- Parents are responsible for notifying the school if there is a change in circumstances

LONG TERM AND COMPLEX NEEDS

Where a child has significant or complex health needs, parents should give full details on entry to school or as the child develops the medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

SAFE STORAGE OF MEDICINES

The school is responsible for ensuring that all medicines are stored safely:

- Medicines should be stored in the supplied container, clearly marked with the child's name, class, dose and frequency of administration;
- Medicines are stored in the first aid room under adult supervision or in the classroom in the case of asthma inhalers and epi-pens;
- Where medicines need to be refrigerated, they will be kept in an assigned fridge.

MANAGING MEDICINES ON SCHOOL TRIPS

On school visits, the teacher is responsible for taking the relevant medicines for each child. Teachers may agree to take temporary responsibility for administering medicine, e.g. antibiotics or travel sickness pills, following the above procedure.

Permission to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date