

LONDON BOROUGH OF HAVERING



# **ST. URSULA'S CATHOLIC PRIMARY SCHOOL**

## **Managing Medicines in School Policy**

*"With God at the heart of our St Ursula's family, we welcome all as we learn and grow together"*

**Autumn 2025**

# St Ursula's Catholic Primary School

## Aims

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

### **The policy is to include:**

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

**In all instances the school will do all it can to persuade the parent to come into school to administer medicines.**

## Prescribed Medicines

Prescribed medicines will only be administered with a completed Form 3B signed by parents / carers. Medicines will only be accepted if they are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.

Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

**Controlled drugs** should never be administered unless cleared by the Headteacher. Reference should be made to the DfEs document supporting pupils at school with medical conditions 2014 which is kept in the medical room.

### Non-Prescription Drugs

Staff should never give non-prescribed medicines to a child under 16 unless without their parent's written consent using Form 3B. Administering medicines will be witnessed and counter signed by a second member of staff.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

### Short Term Medical Needs

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined. **Note the exceptional terms in the previous paragraph. Form 3B will be completed by parents/carers.**

### Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported.

### Administering Medicines

No child under 16 should be given medicines without written parent / carer consent. Form 3B must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will not normally be teaching members of staff but support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt then do not administer medicines without checking with one of the school's First Aiders who will then contact parent / carer.

**A record must be kept in a written form each time medicines are given.** It will also be recorded where necessary on Medical Tracker.

### Self-Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the medical room.

### Record Keeping

Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear.

**A record of medicines administered is recorded on Medical Tracker and/or a written record will be kept with the medication. A copy of consent Form 3B will also be kept with the medication and an electronic copy on Medical Tracker.**

### Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility. If any member of staff is concerned they should seek advice from the School First Aiders.

### Residential Visits

If a pupil requires medicines which he / she takes at home only i.e. not during the school day, then form 3B must be completed by parents / carers before departure for the medicine to be administered during the residential trip by a member of support staff who is willing to carry out the task and witnessed by a second member of support staff. These should be two members of staff willing to accept this responsibility. Form 6, record of medicines administered to be completed.

### Sporting Activities and Off-site Venues

Given the distance between the school and many off-site sporting / venues it would be advisable to prepare a risk assessment of medical needs of individual children, where needed, including those who may suffer from an asthma attack. Asthma relievers not self-managed should be taken to off-site and be supervised by a support member of staff who is willing to accept this responsibility. Staff are made aware of pupils who have medical needs, i.e. Asthma.

## Request for child to carry his / her medicine Form 7

Where deemed applicable by staff, a pupil can carry his / her own inhaler when offsite i.e. sporting activities and offsite venues, residential visits and educational visits. This must be returned to the first aider when they come back into school. Form 7 must be completed by parent / carer beforehand.

## Inhalers

Mouth pieces to be rinsed to avoid any blockages and expiry dates checked each half term by Teaching Assistants.

## The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

## The Head Teacher

The Head Teacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head Teacher will seek the advice of the school nurse or some such medical advisor.

## Teachers and Support Staff

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.


## Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the classroom teaching assistants. This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.

Emergency medicines such as asthma inhalers and adrenaline pens/Epi-pens should not be kept locked away (these can be found in the classroom).

Any problems or issues arising shall be initially referenced to Supporting pupils at school with medical conditions 2014 DfES, a copy of which is kept in the Medical Room.

Signed:   
Headteacher

Signed:   
Governing Body

Signed: 22<sup>nd</sup> October 2025