

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 2026

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

Prescribed Medicines

Prescribed medicines will only be administered with a completed 3B form signed by parents / carers. 3B forms may only be issued to parents by Office Staff and should not be held by any other staff. The only exception to this arrangement relates to the issue of 3B forms for the Year 6 Residential, which is managed by Mrs Shields in conjunction with the Year 6 Class Teachers. No staff other than Office Staff may accept medication from a parent. 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. Once the required 3B form has been completed, the medication and 3B Form will be sent to the relevant classes.

Upon completion of the course of medication, the 3B form and Medication will be returned to the School Office. The 3B Form will be uploaded on to the School's MIS and Remaining medication/ packaging will be collected by the parents from the school Office.

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.

Prescribed long term medication that is held in school for specific pupils will remain in school at the end of the academic year, unless the pupil is in Year 6. This medication as well as the pouch that the medication is stored in, as well as the book used to record notes about the medication being administered should be passed to the next class at the end of the year along with the relevant Health Care Plans.

Information relating to prescription medication is held on Medical Tracker. The Office Staff will receive an alert from Medical Tracker when the medication is due to expire. The Office Staff will contact parents in this regard. Expired medication will only be sent home once the new (in-date) medication is received.

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. 3B forms may only be issued to parents by Office Staff and should not be held by any other staff. The only exception to this arrangement relates to the issue of 3B forms for the Year 6 Residential, which is managed by Mrs Sharon Shield in conjunction with the Year 6 Class Teachers. No staff other than Office Staff may accept medication from a parent. Administering medicines will be witnessed and counter signed by a second member of staff. Once the required 3B form has been completed, the medication will be sent to the relevant classes.

Upon completion of the course of medication, the 3B form and Medication will be returned to the School Office. The 3B Form will be uploaded on to the School's MIS and Remaining medication/ packaging will be collected by the parents from the school Office.

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.

Calpol & Piriton

At St Ursula's we keep Calpol (children's paracetamol suspension) and Piriton (antihistamine) for emergency use only. These medicines will be administered in school under the following conditions:

1. Parent/carer consent
 - Calpol or Piriton will only be given if a completed 3B consent form is on file.
 - If no 3B form is held, staff will phone the parent/carer; medication will not be administered until written consent is received.
2. Parental contact and prior medication check
 - Staff will always contact a parent/carer before giving Calpol or Piriton to confirm the reason for administration and check whether any other medication has already been given.
3. When we will use them
 - Calpol may be given if a pupil has a temperature or is unwell and a parent has provided consent.
 - Piriton may be given for allergic reactions such as hay fever when consent is in place. (For suspected anaphylaxis, emergency procedures and adrenaline devices will be used; staff will follow the school's medical/emergency policy.)
4. Record keeping
 - Every dose administered will be recorded, including date, time, reason and staff signature.

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.

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 written record of administration will be kept with the medication.

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.

Health Care Plans

Individual Health Care Plans (IHPs) set out how the school will support a pupil with a medical condition while they are in school. IHPs are not clinical documents; where a healthcare professional has issued a care or emergency action plan (for example an Allergy or Asthma Action Plan), the IHP must refer to and attach that plan.

- Health Care plans will be attached to each child's individual folder on the school's MIS system and can be accessed by Staff to read at any time.

- All Staff attached to a particular class must ensure that they read these Health Care plans at the start of each year.
- The Office Staff will ensure that a paper copy of the Health Care plans is handed to each teacher when the plans are received / updated.
- Paper copies of Health Care plans must be passed up to the next class at the end of each year.
- Health Care plans must be stored safely in the Class Medical bag.
- Class Teachers must use their class Medical list to ensure that they have Health Care Plans for each pupil in their class.
- Class Teachers should email the Office Staff (Michelle Brady / Lisa Homes) to request a paper copy of the Health Care Plan if one is not available.
- Office Staff will send the Health Care plans to parents in June each year for parents to confirm that all the information is correct. In the event of the Health Care plan not being returned, it will be assumed that the information remains unchanged.
- Parents must inform the Office of any changes to Health Care plans in order for these to be updated by the School Nurse.

St Ursula's school policies are approved and electronically signed via our Governor Hub. If you require a signed paper copy please contact the school office.

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. An alert regarding expiry dates is sent to Mrs Homes & Mrs Brady, who will then notify parents.

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 (Classroom Medical bags and Medical Rooms)

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

- Medical supplies in the Medical Rooms are checked each month and are re-stocked according to a checklist.
- Medical supplies in the Medical Rooms are to be used only for incidents that are dealt with in the Medical Rooms.

- Office Staff will provide each class with a Medical Bag checklist. The checklist should be used to stock class Medical Bags.
- Supplies for class Medical Bags must be obtained directly from the Office (Michelle Brady / Lisa Homes).
- Class Medical Bags should **not** be replenished with stock from the Medical Rooms.

Signed:
Headteacher

Signed:
Governing Body

Date: