

Ratified July 2025

Review July 2027

Version 6

St Mary and St John Catholic Primary School



Policy for Managing Medicines in School

'In the light of Jesus, we learn to shine.'

Ratified on July 2025

Signed (Chair of Governors): *Angela Whitney*

Ethos Statement

This policy reflects our school ethos, which recognises, celebrates and welcomes diversity. We believe that each and every one of us brings something valuable to our school community. We aim to develop children's personal qualities and achievements and are committed to giving all our children every opportunity to achieve and be the best they possibly can.

Rationale

From September 2014, Section 100 of the **Children and families Act 2014** places a duty on governing bodies of maintained schools to make arrangements for supporting pupils with medical conditions.

Governing bodies must ensure that;

- These pupils have full access to education, including school trips and physical education. This means that no child with a medical condition should be denied admission or prevented from taking up a place at school because arrangements for their medical condition have not been made.
- That arrangements are in place in schools to support pupils at school with medical conditions.
- School leaders consult health and social care professionals, pupils and parents to ensure that needs of children with medical conditions are effectively supported.

St Mary and John Catholic Primary School takes advice from the statutory document by the DFE;

'Supporting pupils at school with medical conditions, December 2015'

Aims

- To assist parents in providing medical care for their children
- To ensure that procedures and practice concerning the administration of medicines at St Mary and St John Catholic Primary School is clear to all staff and they know how to comply with this
- To liaise as necessary with outside agencies to support individual pupils
- To ensure that all pupils with medical conditions have access and enjoy the same opportunities at school as any other child
- To monitor and keep appropriate records

Procedures and Practice

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where possible medicines should be prescribed in dose frequencies, which enable them to be taken outside school hours.

As part of our policy we can only accept prescribed medicines that are in date, pharmacy labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage. The only exceptions to this are insulin and epi pens, which must still be in date.

There are key persons who administer medicine: Mrs Vose (Headteacher), Mrs Hitchen (Deputy Headteacher) Mr Atherton (Assistant Headteacher) or a First Aider. However, in the case of an emergency other members of staff are permitted to administer medicines.

Record Keeping

- No child under 16 should be given prescription or non-prescription medicines without their parents written consent using the school proforma (see Appendix 1)
- Written records of all medicines administered to children will be kept. This will include the date, time, dose given and member of staff who administered it. (Appendix 2)

Storage

- All medicines will be stored safely and staff should know where their medicines are at all times and be able to access them.
- Asthma inhalers will not be kept locked away and will be kept in the child's classroom and taken when necessary on trips, educational visits, sporting activities. Adrenaline pens are kept in the First Aid bag for the appropriate class / child and are clearly labelled. Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary.

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 staff. This colleague should be one who is willing to carry out this responsibility. Complex medical needs for a specific pupil may necessitate a health plan (a copy of this plan will be kept in the appropriate class's first aid bag) for the visit. If any member of staff is concerned they should seek advice from the Senior Leadership Team.

FIRST AID BOXES

First aid boxes, identified by a white cross on a green background, are provided in school. All boxes contain at least the minimum supplies required under law. They are regularly checked and updated.

Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

First aid boxes are located in both Key Stages and in the school office.

School First Aid Equipment will be taken outside at the start of lunch time by supervisors.

The role of the named person and individual Health Care Plans

Mrs Mitchell is to ensure that procedures are followed whenever a school is notified that a pupil has a medical condition. Mrs Mitchell is responsible for individual health care plans and their development and use in supporting pupils at school with medical conditions.

Individual Health Care plans are reviewed annually at the start of the school year or earlier if evidence is presented that the child's needs have changed. They are developed with the child's best interests in mind and assess and manage risks to the child's education, health and social well-being.

They include:

- The medical condition, its triggers, signs, symptoms and treatments
- Resulting needs and medication
- Separate arrangements or procedures required for school trips or other activities outside of the normal school timetable that will ensure the child can participate. E.g. risk assessments.
- people responsible for actions
- other individual needs

Training

Teaching assistants and teachers have carried out training on how to use the defibrillator.

Teaching staff and teaching assistants have carried out First Aid training and this is renewed every three years.

Early Years staff have carried out paediatric training.

Emergency Procedures

Governing bodies have a duty to ensure that the managing medicines policy sets out what should happen in an emergency situation.

Where a child has an individual healthcare plan St Mary and St John Catholic Primary School will ensure that this clearly defines what constitutes an emergency and explain what to do, including ensuring all relevant staff are aware of emergency symptoms and procedures. Pupils in school should inform a teacher immediately, should an emergency situation arise.

If a child is taken to hospital a member of staff will accompany the child until the parent arrives and (where relevant) ensure that their health care plan accompanies the child to hospital. St Mary and St John Catholic Primary School is also equipped with a defibrillator for emergencies; located in the school hall, signs are around school directing to the defibrillator. Battery changes are ordered by the office.

Due to the close proximity to hospital there may be instances when we would take the children to hospital by car. These would be for minor treatments as agreed by a school First Aider and parents.

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
01942 206733
2. Give your location as follows:
Saint Mary and Saint John Catholic Primary School
3. State the postcode is:
WN1 1XL
4. Give exact location in the school/setting: Standishgate, set back from the road to the right of Mabs Cross School.
5. Give your name
6. Give name of child/adult date of birth and a brief description of child/adult's symptoms
7. Inform Ambulance Control of the best entrance and state the crew will be met and taken to the child/adult with the injury

Asthma Policy Procedure

Guidelines for managing Asthma

People with asthma have airways, which narrow as a reaction to various triggers. The narrowing or obstruction of the airways causes difficulty in breathing and can usually be alleviated with medication taken via an inhaler. Inhalers are generally safe, and if a pupil took another pupil's inhaler, it is unlikely there would be any adverse effects. An emergency inhaler is also located in the school office with consent of parents to use if required.

Emergency Inhaler

- Inhalers should only be used by children, who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
- It is important that parents ensure their child's inhalers are sent in daily and retained by the pupil whilst at school.

Use of Inhalers Protocol

All staff are aware of the procedures, the use of the Asthma register and what to do to access help.

- The list of pupils diagnosed with asthma is held in a medical file which is stored in the first aid bags in each class. A master list is stored in the SEN office medical file.
- (Appendix 3)
- Letters and consent forms will be sent out on a yearly basis, parents should notify school if any changes to medication occur within this time. (See Appendix 4)
- Parents will be informed when the child's own medication (inhaler) has been administered.

EPIPEN (Adrenaline Auto Injector's or AAI's) POLICY PROCEDURE

A Health Care Plan is completed for pupils who need an Epipen and reviewed annually as part of normal school procedures.

Staff are trained in how to administer an epipen on an annual basis or as needed depending on pupil needs in school.

Medication is kept safely in the class first aid bag or with the child. It is parents' responsibility to keep track of medication expiry dates and order replacements pens.

In the event of using an Epipen, the emergency services and parents would also be contacted immediately by school.

Emergency Epipens are no longer provided for schools and therefore it is vital that parents manage their child's medication making sure it is always available in school.

Appendix 1

MEDICINE CONSENT FORM

Parental agreement for school to administer medicines/creams

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

Name of school	Saint Mary and John Catholic Primary School
Date	
Child's Name	
Class	
Name and strength of medicine/cream	
Expiry date	
How much to give (i.e. close to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school	

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

Daytime telephone no of parent or adult contact	
Name and telephone no of GP	
Agreed review date to be initiated by (name of 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 staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's Signature

Print Name



Medicine Administering Record Form

Childs Name: _____

Year Group: _____

Date: _____

Consent form completed by parent/carer: Yes/No

Medication: _____

Dosage regime: _____

Date	Medication	Amount given	Time	Administered by	Observed by	Comments

Appendix 3

Record of children who require inhalers

[illegible]

Appendix 4

Consent Form - Parental agreement for school to supervise self-administration of inhalers

I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate] which is clearly labelled and at school every day.

Name of school	St Mary and St John Catholic Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	Asthma
<u>Medicine:</u> Name/type of medicine (as described on the container)	
Date dispensed from	
Expiry date	
Agreed review date	
Dosage and method	
Timing - State how many times a day or as needed	
Special precautions	
Are there any side effects that the school needs to know about?	
Self administration	Yes
Procedures to take in an emergency	
<u>Contact Details:</u> Name	
Daytime telephone number	
Relationship to child	
Address	
I understand that it is parental responsibility to keep medication up to date.	

I understand that I must notify the school of any changes, including emergency contact details, specifying that my child uses an inhaler.

Parents will be notified when their child has required an additional dose of medication

Name (print)

Signature Date