

SPRINGHILL CATHOLIC PRIMARY SCHOOL

We strive to achieve excellence in all that we do as we follow the Gospel values of Jesus Christ.



Together, we will do our best for Jesus.

ADMINISTRATION OF MEDICINES POLICY

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Adopted by the Governing Body: June 2025

Next review: June 2026

Introduction	
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Policy Statement

Springhill Catholic Primary School will undertake to ensure compliance with the relevant legislation and guidance with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Springhill Catholic Primary School is held by Mrs R Ashworth who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed & non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration	
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Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

The Head teacher Mrs R Ashworth is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Process for the Administration of Medicines in School – short term medical needs

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

The school will only accept:

- Medicines prescribed by a medical practitioner
- Medicines that need to be administered in excess of 3 times per day
- Medicines that are in date

- Medicines in their original container/ packaging, as dispensed by a pharmacist
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.

The school will not accept or administer:

- Medicines that are to be administered 3 times per day
- Non-prescription drugs

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by member of school staff

A Medication Administration Record (MAR) is required for each child, this details the following – name of the child,

- date of receipt of the medication,
- name, strength and dosage, quantity of medication received
- signature of the staff member receiving the medication from the parent.

The medicine must be kept in a secure cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of the Headteacher.

The MAR information will be placed on Medical Tracker and updated as doses are administered

For any chronic or long term conditions and disabilities, an Individual Health Care Plan (IHCP) will be developed in liaison with the pupil, parents/carers, the Headteacher, SENCO and medical professionals.

Asthma is a long term chronic condition and parents will complete an Asthma specific card rather than an IHCP, this information will be stored on Medical Tracker.

If a child has a medical condition which requires regular pain relief or other medication to be kept in school this must be prescribed by a doctor and supported by an IHCP.

If a child refuses to take medication the parents will be informed at the earliest available opportunity.

At Springhill we use Medical Tracker to store information electronically.

The Welfare team from the school office will advise the staff responsible for children who have medication in school. The Welfare team will set electronic reminders to administer medication to children as per the MAR.

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

- It is our general policy **not to take** responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents. However, following agreement with the Head teacher or Deputy

agree to administer under certain miscellaneous or exceptional circumstances. (eg, following advice from hospital)

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity, if necessary.

Process for the Administration of Medicines during residential visits– all medical needs.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Prescription and non-prescription medication may be administered by staff on residential trips.

Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements.

Medical Accommodation	
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The medical area will be used for medicine administration/treatment purposes. The room will be made available when required.

Training	
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Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Storage	
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The storage of medicines is the overall responsibility of Mrs R Ashworth who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with **product instructions**, which must be provided with the medicine, and **in the original container** in which the medicine was dispensed.

Asthma inhalers will be kept in classes for children to access, with supervision

It is the responsibility of all staff to ensure that the received **medicine container is clearly labelled** with:

- **the name of the child**
- **the name and dose of the medicine**
- **the frequency of administration.**

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Any member of staff taking receipt of medicine must ensure that the medicines form is completed, signed by the parent and signed by the staff member to ensure all parts of this policy are complied with.

During the last week of each half term a medication audit will be carried out by the Welfare team. This option is available in Medical Tracker.

Disposal	
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It is not the responsibility of Springhill Catholic Primary School to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

Records will be kept of when and to whom medicines have been returned.

Where 'Sharps boxes' are used, they will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Springhill Primary School

Photo of child to
be added here

Medicines Record

Name of Child	
Class	
Name of medicine	
Dose and frequency	
Quantity received	
Date due to finish:	

Parent signature _____

Date _____

Staff checklist (to be completed by the member of staff receiving the medicine)

Medicine is prescribed for named child and required to be given during school hours (if no, meeting with Headteacher must take place prior to receiving medicine)	Y / N
Medicine is in original bottle (with box and information leaflet, if applicable)	
Expiry date of medicine is: _____ after the finish date detailed above	
Medicine is clearly labelled with child's name and photo	

Staff signature _____

Date _____

Date	Time	Dose	Staff sign	Witnessed by