



## ST WILFRID'S CATHOLIC SCHOOL

### MANAGING MEDICINES POLICY

*"My son, keep sound wisdom and discretion; let them not escape from your sight"*

Proverbs 3: 21

#### 1. Declaration of intent

Section 100 of the Children and Families Act 2014

<http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted> places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions. The governing body of St Wilfrid's Catholic School will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' December 2015. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

Establishment staff do not have a statutory duty to give medicines or medical treatment. However, medicines will be administered to enable the inclusion of students with medical needs, promote regular attendance and minimise the impact on a student's ability to learn. In an emergency, all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

#### 2. Organisation and Arrangements

The governing body will develop policies and procedures to ensure the medical needs of students at St Wilfrid's Catholic School are managed appropriately. They will be supported with the implementation of these arrangements by the Head teacher and school staff.

The lead for the management of medicines at St Wilfrid's Catholic School is Rachel Presley or in her absence, Jacqui Robinson. In their duties staff will be guided by their training, this policy and related procedures.

#### 3. Implementation monitoring and review

All staff, governors, parents/carers and members of St Wilfrid's Catholic School Community will be made aware of and have access to this policy. This policy will be reviewed bi-annually and its implementation reviewed as part of the Head teacher's annual report to Governors.

#### 4. Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.



Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent or guardian must supply the medicine in the original packaging as dispensed by the pharmacy and include the information leaflet together with a completed 'Parental agreement to administer medicine' consent form. The school will record the dose and time the medication was administered. Under no circumstances should a student carry any medicine on their person during the school day (with the exception of autoinjectors and inhalers).

#### 5. Non-prescription Medicines

- The school will hold a small supply of Paracetamol, Ibuprofen (over 12's only) and anti-histamine. These will only be administered to relieve symptoms which develop during the school day for relief of pain from things like migraine, period pain, toothache and mild allergic reactions. Parents must complete a 'Parent/carer consent to administer short-term non-prescribed 'ad-hoc' medicines' consent form giving written consent for the school staff to administer medication or Online via Applicaa or paper copy. This consent confirms the medication has been given previously without adverse effects. The student will be given a standard dose suitable to their age and weight.
- Between the start of the school day and 12pm verbal parental consent must be given to confirm no other medication has been given that day. If Ibuprofen has been given before school a further dose will NOT be administered.
- If non-prescribed medication is administered at any time during the school day parents will be informed of the time of administration and dosage given.
- The school will record the administration of medication given, the time it was given, the dose which was given and the fact that no adverse affects were experienced.
- Students must not bring any other medication to school for self-administration.

This policy is designed to ensure that children and young people do not consume a subsequent dose of medication too soon after the previous one.

Non-prescription travel sickness medication may be administered to enable a student to attend a school trip providing they are supplied in the original packaging as dispensed by the pharmacy and include the information leaflet together with a completed 'Parental agreement to administer non-prescribed medication' consent form. Medication must be suitable for the student's age. The medicine must have been administered to the student previously and the parent will confirm this by completing the required consent form.

- In exceptional circumstances where a student is well enough to attend school but requires ad hoc non-prescribed medication this can be administered for a period of 48 hours. No other medication will be administered for the same condition for a period of 14 days following the first 48 hours. and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/guardians will be advised to contact their Doctor.

The school will only administer one ad-hoc non-prescription medication during the school day.



## **6. Controlled Drugs**

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves. Controlled drugs will be stored securely in a non-portable container and only named staff will have access, controlled drugs for emergency use must also be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug held in school.

## **7. Pupils with Long-term or Complex Medical Needs**

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made between the parents, Head teacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in an 'Individual healthcare plan' (IHP) or 'Educational Health and Care plan' (EHCP). These plans will be reviewed by the school annually or following a significant change in a student's medical condition. An emergency action plan will be made with guidance from health professionals, parents, the school SENCO and Lead for Managing Medicines, for children with long-term or complex medical needs. This plan is kept both in the emergency file on the computer desktop and in a grab file next to the first aid cabinet in reception.

## **8. Admissions**

The parent /guardian of any child joining St Wilfrid's Catholic School, will be required to advise the school of any medical condition their child may have. When the school is notified of the admission of a student with medical needs the SENCO and/or Lead for Managing Medicines will complete an assessment of the support required. This might include the development of an IHP and additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible. However, the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

## **9. Pupils taking their own medication**

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. Appropriate arrangements for medication should be agreed and documented in the pupil's individual health care plan and parents should complete the relevant section of 'Parental agreement to administer medicine'

## **10. Staff Training**

The school will ensure that the staff who administer medicine are trained in the general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, autoinjectors, insulin which will normally be carried out by the Primary Care Trust School Nurse. Staff trained in the general procedures for medicines will guide and instruct untrained staff who may occasionally need to administer medicine, except in the case of Epilepsy Medication which must only be administered by staff who have undergone specialist training provided by the Community Paediatric Nursing Team. Records are maintained of all training completed by staff.

## **11. Storage and Access to Medicines**

All medicines apart from emergency medicines (inhalers, autoinjectors etc) are kept in a locked store cupboard. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key. In the event that a pupil requires medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication.

Emergency medicines such as inhalers and autoinjectors are either held by the pupil or kept in a clearly identified container in the front office kitchen. Staff must ensure that emergency medication is readily



available at all times i.e. during outside PE lessons, educational visits and in the event of an unforeseen emergency like a fire. Parents will be asked to supply a spare autoinjector for each child and they will be kept in the school office. In accordance with the Human Medicines (Amendment No 2) Regulations 2014 [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/341902/Department\\_of\\_Health\\_response\\_to\\_asthma\\_consultation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/341902/Department_of_Health_response_to_asthma_consultation.pdf) the school will keep a small supply of salbutamol inhalers for emergency use, provided that the child has been diagnosed with asthma, and an 'Asthma Information Sheet' has been completed. The school also keeps a spare autoinjector to only be used for a child that is prescribed one, to be used in the event that theirs is faulty or a second dose is needed, if the schools autoinjector is used the parent of the child it has been used for will be responsible for replacing it.

Medicines that require refrigeration are kept in the front office fridge, clearly labelled in an airtight container.

## **12. Record Keeping**

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 25. This includes medicines administered by staff during all educational visits. All pupils attending the Medical Room are logged on SIMS with details of times, symptoms, treatment, contact with home and any medication given. Students who receive medication on a regular basis have their own sheet on which is recorded the date, time, medicine, dose, reactions and staff member who administered it.

## **13. Emergency Procedures**

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHP the emergency procedures detailed on the plan are followed, and a copy of the IHP is given to the ambulance crew. IHP's will also be given to those companies and staff providing transportation of pupils to and from school, in order that the IHP can be passed to the ambulance crew in the event of an emergency. Instructions for calling an ambulance are displayed prominently by the telephone in the Main Reception.

## **14. Medicines on Educational Visits**

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a 'Parental agreement to administer medicine' consent form or online form and supply a sufficient amount of medication in its pharmacist's container together with the information leaflet. Pupils must not carry any medication for self-administration. Hay fever remedies etc. should therefore be provided. Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. The lead staff member on the trip will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit. All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

An educational visit is classed as a one-day activity or less and the in-school hours policy applies i.e. non-prescription medicines, Paracetamol (following the protocol), ibuprofen (over 12's only), anti-histamine for allergic reactions, (Schools provided Antihistamine will not be given for symptoms of hay fever, as this should have been administered before the day trip at home) and travel sickness medication are the only medicines that may be administered.

Medicine Record to be filled out in the event of any medication being administered.



## **15. Medicines on Residential Visits**

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

On a residential visit i.e. overnight/24-hour staff are acting in loco parentis 'as a responsible parent' and therefore staff can administer other medication if they feel there is a need. A 'Parental agreement to administer medicine' consent form must be completed confirming it has been administered previously without adverse effect. Parents should supply a sufficient amount of medication in its pharmacist's container together with the information leaflet. The school will not administer any medication containing aspirin to a child under 16 unless prescribed by a GP, neither will it administer alternative treatments i.e. Homeopathic or herbal potions, pills or tinctures or nutrition supplements unless prescribed or recommended by a GP and detailed on an IHP or EHC as part of a wider treatment protocol.

Occasionally it may be necessary to administer non-prescription medicines i.e. Paracetamol, Ibuprofen (over 12's only), or Antihistamine to pupils suffering acute pain from things like migraine, period pain, toothache or allergic reactions (Schools provided Antihistamine will not be given for symptoms of hay fever this will need to be provided by parents and the relevant forms filled out.) Parents must give written consent prior to the residential visit using a, 'Parent/Carer consent to administer short-term non-prescribed 'ad-hoc' medicines and/or 'Parental agreement to administer medicine' consent form before non-prescription medication can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form. The school will keep its own supply of standard Paracetamol tablets for administration to pupils during a residential visit. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring any medication on the residential visit for self-administration.

Medicine Record to be filled out in the event of any medication being administered.

## **16. Travelling Abroad**

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number).

Medicine Record to be filled out in the event of any medication being administered.

## **17. Complaints**

Issues arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Head teacher. If the issue cannot easily be resolved the head teacher will inform the governing body who will seek resolution.

The governors are responsible for ensuring that all statutory requirements are adhered to.

Rachel Presley  
Reviewed February 2025

To be reviewed February 2027  
Agreed by Headteacher.