



CLIFTON COMMUNITY PRIMARY SCHOOL

ADMINISTERING MEDICINES POLICY

'Enjoy and Achieve Together'

Head Teacher L. Jones	Sign and Date	July 22
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Next Review Date	July 23
Committee Responsible	Governing Board
Document locations	Staff shared Drive – Policies

Change History

Version	Date	Change Description	Stored
1	Nov 2020		
2	July 2022	We do not administer non prescribed medication	Staff shared and website
3	Feb 2023	Protected characteristics added.	Staff shared and website
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5			
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Our Aims:

At Clifton we aim to;

- Support regular attendance of all pupils.
- Ensure staff understand their roles and responsibilities in administering medicines.
- Ensure parents understand their responsibilities in respect of their children's medical needs.
- Ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Even if they have improved, children may not return to school for at least 48 hours into a course of antibiotics or 48 hours after sickness See Appendix 1 and link below

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive appropriate care and support in school.

Prescription Medicines:

Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day). At Clifton:

- All medicines should be taken directly to the school office by a responsible adult.
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
- The medicine should be clearly marked with the child's name and class number.
- The appropriate dosage spoon should be included with all medicines sent to school.
- Any medicine administered will be recorded by a staff member, who has First Aid training. See appendix 2
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.

See appendix 2

Non-Prescription Medicines:

We will not administer non-prescription medicines.

Roles and Responsibilities of School Staff:

Staff at Clifton Primary School are expected to do what is reasonable and practical to support the inclusion of all pupils. Usually they will only administer medicine once a day as parents are expected to administer before and after school.

This will include administering medicines or supervising children in self administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so.

At Clifton:

- All medicines are stored securely in the staff room or School Office with access only for staff.
- Asthma reliever inhalers are kept in class.
- Staff must make a record of medicine which is administered within school time.

Parents' Responsibility:

In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents are required to:

- Complete the parental agreement form kept in the office before a medicine can be administered by staff.
- Ensure that all medication kept in school are kept up to date e.g. Asthma inhalers
- Notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.
- If medicines are to be taken x3 per day, we do not administer it at school.

Long term and Complex Needs:

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

Safe Storage of Medicines:

The school is responsible for ensuring that all medicines are stored safely. At Clifton:

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration;
- Medicines are stored in the School Office under adult supervision or in the Classroom in the case of asthma inhalers.
- No medicine is kept in a locked cupboard to ensure swift and easy access.
- Where medicines need to be refrigerated they will be kept in the labelled staffroom fridge.

Managing Medicines on School Trips:

On school visits the teacher is responsible for taking the class medication e.g. Asthma inhalers. They may agree to take temporary responsibility for administering medicine e.g. antibiotics, following the above procedure.

Protected Characteristics

In adherence to the Equality Act 2010, the staff at Clifton Primary are not only aware of the protected characteristics but accept fully that it is unlawful to discriminate against anyone on the grounds of disability, age, race, gender reassignment, pregnancy and maternity, religion or belief, sexual orientation, marriage or civil partnership or sex. Furthermore, at Clifton, it is the responsibility of all teachers to ensure that all children's protected characteristics are fully recognised and that irrespective of SEN, gender, ethnicity, sexual orientation, LGBTQ+, social circumstance and ability (including gifted and able children), ALL have access to the curriculum and make the greatest progress possible. We also ensure that where possible, materials utilised in lessons are broad and reflective of the diverse society we are a part of.

Written by A Mcilveen

Policy to be reviewed: July 23

Person to initiate review: Headteacher

Appendix 1

[illegible]

Appendix 2

PARENTAL CONSENT FOR ADMINISTRATION OF MEDICINE.

School will only administer antibiotics that are prescribed by a GP and need to be taken 4 times per day.

The medicine will be given by a designated first aid trained member of staff.

Name of child

Class

Child date of birth

Disclaimer for the issue of medicine by the Headteacher.

Name of
Medicine.....

Length of course of medicine (e.g. 5 days)
.....

Does the medicine need to be refrigerated YES/NO

Dosage
.....
A spoon must be provided with the medicine to give the correct dosage.

Time to be given
.....
(if it is to be given an hour before food please ensure the child's teacher is informed).

Date
.....

Signed Print

Relationship to child
.....

Please ensure that your child is aware that they must go to the school office at the time stated above. Medicines must be collected at the end of each school day.

Administering Medicines Policy July 2022

L.M.Jones Headteacher

