



ST THOMAS' C OF E VA PRIMARY SCHOOL

PROTOCOL ON THE ADMINISTRATION OF MEDICINES

(This Protocol is applicable to all departments of the school including PALS Before and After School Club)

- The School Business Manager, Admin Assistants & First Aiders, have agreed with the Governing Body that they will undertake, in exceptional circumstances, to administer medication should this need to be given during the course of the school day. This protocol has been taken from the Government's guidance to schools.

Prescribed medicines

- The school will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. **We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.**
- **In the event that medicine needs to be given during the school day –**
The school must receive a written request from the parent giving clear instructions regarding the required dosage. The necessary form should be completed by the parent whenever a request is made for medicine to be administered on each and every occasion. The form is available from the school office. Medicine that is to be administered three times a day should usually be given solely at home.
- Medication is to be retained at all times in the school office/community room and will be administered from the same. Medication which needs to be kept refrigerated will be kept in the school office/community room refrigerator. Parents should collect medication in person at the end of each school day from the office.
- **No child under 16 should be given aspirin or medications containing ibuprofen unless prescribed by a doctor.**

Non-Prescribed Medicines

- Staff should never give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents and accompanied by a doctor's (or Health Professional's) note. However during the Educational Visit involving a residential or overnight stay an appropriate pain/flu relief may be administered so long as the parent/guardian has given consent and specified the medicine on the '**Parent/Guardian Consent for an Education Visit**' form.

Record Keeping

- Any medicine administered will be logged in the medicines log which is located in the school office/community room.

Long Term Medical Needs

- Children with any long term medical conditions have a care plan which is regularly reviewed.

Controlled Drugs (Controlled by the Misuse of Drugs Act)

- The School Business Manager, Admin Assistant or First Aiders may administer a controlled drug to the young person for whom it has been prescribed (in accordance with the prescriber's instructions). Such drugs will be kept locked in the school office/community room.

Disposal of Medicines

- All medicines, including controlled drugs, will be returned to the parent/carer, when no longer required for them to arrange safe disposal. They should also collect medicines held at the end of each term.

Educational Visits

- Risk assessments prior to a visit must consider the medical needs of all children. Arrangements are made to ensure health plans are carried out during each visit.
- Medication should not be administered at PALS unless by prior agreement with the Headteacher/School Business Manager.

Exceptions

Asthma inhalers

Asthma inhalers are to be retained by the Class Teacher and used with supervision.

Children with Diabetes

Medication should be administered according to their personal protocol which will be reviewed annually as they develop.

Children with allergic reactions – epi-pen users

As per their protocol held in the school office.

Reviewed November 2019 BB

Ref: DFE – Managing medicines guidelines

Issue date – March 2005

Ref: 1448-2005DCL-EN