

## Medicines Policy



### **St. Mary's RC Primary School**

#### Mission Statement

We live learn and grow together with Jesus through:

- Showing love to all
- Encouraging friendship to include everybody
- Acting with honesty through prayer
- Being thankful for all God's gifts
- Remaining respectful through our actions
- Forgiving someone when they are sorry
- Displaying patience by being calm and caring
- Demonstrating compassion to everyone in God's family
- Leading in service by supporting our school community

Written by: LCC

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Approved by governors on: October 2025

Policy will be reviewed: Annually

#### General overview

No medicines will be accepted or administered by any member of staff in school unless the medication is part of a medical care plan which relates directly to supporting a child's medical needs in school. The policy is based on guidance from Lancashire County Council 'Supporting Pupils with Medical Needs in School'.

### **Responsibilities of Parents**

The governors acknowledge that parents are responsible for the administration of medicines to their children and as such there is no requirement for the headteacher or staff to undertake these responsibilities. It is the responsibility of parents to ensure their child is not sent to school if at all unwell. If it is necessary for a medicine to be taken during the school day then parents should make arrangements for it to be given either by themselves or by a representative. If a child becomes unwell during the school day, it is the responsibility of parents to ensure that their child is collected as soon as possible and to keep the school updated on relevant home and emergency contact numbers.

### **Children with Medical Needs**

The governors are committed to inclusion. Children will not be denied access to the National Curriculum simply because they require medication or medical support. Some children with specific medical needs may well need to take a variety of medicines during the school day. A list of children and their medical requirements is updated annually. This is then displayed on the office and staff room notice boards.

### **Requests for Administration of Medication**

Parents are responsible for supplying the school with adequate information regarding their child's medication and condition. Parents requesting administration of medication to their child in school will be asked to complete the relevant forms attached to this policy, to ensure that the correct information is received and that the school is able to monitor and correctly support the use of medication in school. This paperwork will then be signed by the relevant staff and stored in the First Aid cabinet. If a child requires several items of medication in school the appropriate information should be provided on the medical forms.

### **Self-Administration of Medication**

Parents will be asked to complete the relevant form (Appendix 3) attached if they request their child to carry their own medication, for example asthma inhalers and insulin.

### **Staff Training**

Administering medicines may be included in the contractual duties for some non-teaching staff, for example in the case of a member of staff employed to support a child with special needs. When staff receive training for medical procedures Appendix 5 will be completed. Training will be up-dated at least annually and more frequently if required.

### **Medicine in School**

Only approved medication will be accepted in school. Each item of medication must be delivered to the office in a secure and labelled container as originally dispensed. It may be appropriate for the GP to prescribe a separate amount of medication for school use. Items of medication in unlabelled containers will be returned to parents. Each container must be clearly labelled as follows:

- Name of medication
- Pupil's name
- Dosage
- Dosage frequency
- Date of dispensing
- Storage requirements
- Expiry date

It is the responsibility of parents to notify school if there is a change in medication, a change in dosage requirements, or the discontinuation of a child's need for medication.

### **Storage of Medicines in School**

The school supports parents in encouraging children with asthma to be responsible for administering their own inhalers. They need ready access to their inhalers and are advised to keep these in their own trays. The school will notify parents if it becomes clear that replacement inhalers are required, but it is the responsibility of parents to ensure that their child is supplied with sufficient medication to meet their needs. The school supports parents in encouraging children with specific illnesses such as diabetes and cystic fibrosis to take responsibility for safely storing and administering their own medicines. Teachers encourage all children to behave responsibly in relation to any medicines which are carried personally or stored safely in the classroom. All other approved medication is stored securely in the First Aid cabinet, with a security lock accessible only by school staff.

### **Other Prescribed Medicines**

Prescribed medicines which do not relate to specific medical needs in school, will not be accepted or administered in school. Parents are encouraged to ask the prescribing doctor whether it is necessary for medication to be given during school hours and to adjust dosage regimes accordingly. Where medication is absolutely necessary during school hours parents should make arrangements to administer this either by themselves or by a representative.

### **Non-Prescribed Medicines**

The school will not accept or administer any non-prescribed medicines in school. If a child is unwell and requires treatment, then medical advice should be sought. If non-prescribed medicines are thought to be appropriate then it is the responsibility of parents to oversee and administer such medication.

### **School Visits (off site)**

The school will make every effort to continue the administration of approved medication to a child whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a child on a school trip if appropriate supervision cannot be required.

### **Records**

Appendix 6, the school's Record of Administration, will be completed for all children requiring approved medication. Completed forms will be kept on file in the First Aid cabinet, along with copies of all other appropriate forms. Care plans and additional paperwork will be kept in the child's individual folder securely in the filing cabinet in the intervention room.