



Leigh St Mary's Church of England Primary School

Medication Administration Policy

Updated: February 2024

Review: February 2026

Headteacher: Mrs S Watson

Named personnel with designated responsibility:

Designated Senior Person for Safeguarding and Behaviour Management: Mrs S Watson

Deputy Designated Senior for Safeguarding and Behaviour Management: Mrs J Coop

Nominated Governor for Safeguarding: Mrs Sharon Howard

Chair of Governors: Mr Ashley Turner

Our School Mission Statement

INSPIRE To be the best that I can be

BELIEVE To believe I can make a difference for good in this world

ACHIEVE To know I have the roots to grow and the wings to fly

At Leigh St Mary's Church of England Primary School we promote a life-long love of learning. Through enriching, exciting learning opportunities and a creative curriculum, children are given the foundations to flourish. Our Christian values are at the heart of our school and provide us with a culture of happiness, respect and trust.

We aim to promote a sense of belonging within a warm, nurturing environment where children feel safe and valued. We celebrate cultural diversity and believe that every child should have the opportunity to be the best that they can be.

Through our encouragement of good manners, kindness and friendship we aim to ensure our children display the values of good citizenship. We hope to instil in our children an 'I can' attitude and to provide our children with the tools to succeed in an ever changing world.

POLICY FOR THE ADMINISTRATION OF MEDICATION

At Leigh St Mary's Church of England Primary School, we are committed to supporting pupils with medical needs, including managing medication, in order to ensure attendance at school. To ensure the **SAFE** administration of medication in our school the following guidelines have been produced.

There is no legal duty which requires teaching or support staff to administer medication; this is a voluntary role.

Medication will only be accepted if it has been prescribed by a doctor.

Parents/carers are responsible for providing school with information regarding their child's condition and medication. It is the parent's responsibility to inform school in writing when the medication is discontinued or dosage changed.

Procedures

Receiving Medication

- ✓ **NO** medication will be administered without prior consultation with, and written permission from the parent or guardian;
- ✓ A medical form, available from the office, must be completed by a parent/carer;
- ✓ On arrival at school, all medication is to be handed to an authorised member of staff by the parent;
- ✓ All medication **MUST** be in the original container;
- ✓ If two medications are required, these should be in separate, clearly and appropriately labelled containers;
- ✓ All medication **MUST** be clearly labelled with:

Pupil's name

Name and strength of medication

Dosage and frequency of dosage

Expiry date

Storing Medicines

Medication (with the exception of inhalers which need to be immediately available in class) will be stored in a locked place, unless it has to be refrigerated in which case it is placed in the Deputy Headteacher's fridge.

Once removed medication will be administered immediately and never left unattended.

Administering medicines

- ✓ Staff willing and authorised to administer medication and/or health care will receive training and advice from health care practitioners when appropriate;
- ✓ Authorised staff will record details of each administration;
- ✓ A child will never be forced to accept medication. The school will inform parents immediately if a child refuses medication as prescribed;
- ✓ Persons administering medication will check the medication type is correct then log the time and date, and sign upon administering medication;
- ✓ During residential trips and visits off school site, sufficient essential medicines and medical charts/health care plans will be taken by the member of staff responsible for organising and leading the visit;
- ✓ If a parent comes into school to administer medication to their child, they are required to complete an administration form, which is kept in the office.

Self -Administration

Parents/guardians must complete a written request form (please see below) for a child to self-administer medication e.g. asthma medication;

This would only be allowed if a child has been trained and is competent to administer their own medication.

Long Term Medical Needs

Some pupils attending school will have long term medical needs and may require care or medication on a regular long term basis;

Individual Health Care Plans are written for pupils who require support and medication on a regular long term basis;

Health Care Plans are completed on the pupil's admission to school, or at a time when it becomes apparent that long term support or medication is required;

Health Care Plans are completed in consultation with health professionals, parents and carers and are reviewed annually;

All staff that come into contact with the pupil have access to a copy of the plan.

These are stored in class cohort files and shared with the class teacher/teaching assistant at the start of year.

Health Care Plans are stored in a clearly labelled folder within the staff room and in the class teacher's and support staff's records as appropriate to individual pupil needs.

Medical Emergencies:

All school staff must be aware of the school's procedure for calling the emergency services (999) and conveyance of pupils/staff to hospital by the safest and quickest means available as directed by the emergency services (car/ambulance).

School Procedure for a Medical Emergency

- Dial 1 then 999. Ask for a paramedic ambulance and be ready with the following information:
- School name;
- Address;
- Give your name;
- Name and approximate age of pupil/member of staff;
- Brief description of pupil/ staff symptoms;
- Inform ambulance control that the crew will be met at the main entrance;
- Send someone to main entrance;
- Inform parent, carer, spouse or immediate relative.



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Pupil Self-Administration of Medication Permission Form

I hereby give my permission for my child _____ to administer their own medication as required.

I hereby confirm that I consider my child to be fully competent in the administration of their own medication.

Name and strength of medication:

Dosage and frequency of dosage:

Expiry date:

Signed (parent) _____

Signed (class teacher) _____

Signed (pupil) _____