



Carter's Charity Primary School

Pilling Lane, Preesall, Poulton-Le-Fylde, Lancashire FY6 0HH

Tel: (01253) 810236

e-mail: head@carters.lancs.sch.uk

web-site: www.carters.lancs.sch.uk

Headteacher: Mr Brendan Hassett

Policy for Administering medication in school

The school has clear guidance on providing care and support and administering medication at school.

We understand the importance of medication being taken and care received as detailed in the pupil's IHP.

The school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

The school will not give medication (prescription or non-prescription) without a parent's written consent except in exceptional circumstances.

When administering medication, for example pain relief, we will check the maximum dosage and when the previous dose was given. Parents will be informed. **We will not give any medication unless prescribed by a doctor.**

The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

It is the parents' responsibility to inform the school of any changes needed to their child's care.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible, and the school's disciplinary procedures are followed.

Storage of medication and equipment

This school has clear guidance on the storage of medication and equipment at school.

The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities. Pupils may carry their emergency medication with them if this is appropriate.

Pupils can carry controlled drugs if they are competent, otherwise the school will keep controlled drugs stored securely, but accessibly, with only named staff having access.

Staff can administer a controlled drug to a pupil once they have had specialist training.

The school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.

The school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Record-keeping

The school has clear guidance about record-keeping.

Parents at this school are asked if their child has any medical conditions on the enrolment form.

This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

This school has a centralised register of IHPs and an identified member of staff has the responsibility for this register.

IHPs are regularly reviewed or whenever the pupil's needs change and are checked annually.

The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.

The school makes sure that the pupil's confidentiality is protected.

A record of all training undertaken by designated staff will be kept and a record of all training undertaken by children allowed to self-administer medication will be kept.

Policy written November 2020
Policy Reviewed November 2024
Next review before – end July 2025

Carter's Charity Primary School

Parent/Carer Agreement with School to Administer Short Term Medication

Medication must be prescribed by the child's doctor or other medical professional.

Dosage must exceed 3 times a day to be administered in school.

Child's Name: _____ Class: _____

D.O.B: _____ Name of Medication: _____

Date Dispensed: _____ Expiry Date: _____

Dosage: _____ When to be given: _____

Any side effects that may occur?

Any other instructions?

The above information is, to the best of my knowledge, accurate and I give consent to school staff administering the medication stated above in accordance with school policy and with prescription instructions. I will ensure that this form is completed each day of the necessary administration. This proviso does not relate to long term preventative medicine. I will ensure that medicine is stored in school does not go past expiry date.

Parent/Carer Signature: _____ Date: _____

Print Name: _____

Parent/Carer: Sign below & return this form to school to agree to medication being administered on the date signed. ***We cannot administer medication without a daily, dated signature.***

Staff: Sign in box below when medication has been administered to the child on date parent/carers has signed.

Date	Parent/Carer's Signature Please administer medicine on date signed	Staff Signature – I have administered above medication as instructed by parent/carers