



# ST FRANCIS SCHOOL

## ADMINISTRATION OF MEDICINES IN SCHOOL POLICY (B17)

### 1. Introduction

St. Francis School is committed to the welfare of its pupils in developing a 'Administration of Medicines in School Policy' to provide a safe environment for the handling, storage, management and administration of medication in school, enabling regular pupil attendance.

### 2. Policy Statement

- 2.1 This policy is written in accordance with the requirements of the EYFS (Early Years Foundation Stage).
- 2.2 While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.
- 2.3 In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.
- 2.4 These procedures are written in line with guidance in Supporting pupils at school with medical conditions (2014 - Updated in 2017).

### 3. Procedures

- 3.1 Children taking prescribed medication must be well enough to attend the school.
- 3.2 Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition (medicines containing aspirin will only be given if prescribed by a doctor). However if a child is well enough to attend school but is suffering from period pains, the parent may bring in an in-date appropriate age pain relief medication to alleviate the pain such as paracetamol.
- 3.3 Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- 3.4 Parents give written permission for the administration of medication. No medication may be given without these details being provided:
  - the full name of child and date of birth;
  - the name of medication and strength;
  - who prescribed it;
  - the dosage to be given in the setting;
  - how the medication should be stored and its expiry date;
  - any possible side effects that may be expected; and
  - the signature of the parent, their printed name and the date.

- 3.5 Medication should be handed to:  
For EYFS - The child's Key Person, Room Leader or the Nursery Manager  
For Reception and Years 1&2 – The child's Class Teacher  
For Years 3 to 8 – The School Secretary in the School Office

A medication record must be filled in whenever medication is handed to a member of staff.

- 3.6 The administration of medicine is recorded accurately in the Medication Record each time it is given and is signed by the staff member administering the medication and a witness to the administration. Parents are shown the record at the end of the day and asked to sign the record to acknowledge the administration of the medicine and to state they have taken the medication home.

The Medication Record records the:

- name of the child;
- name and strength of the medication;
- date and time of the dose;
- dose given and method;
- name and signature of staff member administering medicine;
- name and signature of staff member witnessing administration of medicine.

#### **4. Storage**

- 4.1 All medication is stored safely in a locked cupboard or is refrigerated as required. Where the cupboard or refrigerator is not used solely for storing medicines, these are kept in a plastic box labelled 'medicines'. We ensure that the medicines themselves are clearly labelled with the name of the child they are intended for and the dosage to be given. The refrigerators are located: in the Little Buds room for Nursery; the ground floor Art room for Reception; the Haybrook Staff Room for Years 1 & 2; and the Travancore and Burden Staff Rooms for Years 3 to 8. Medication not requiring refrigeration is kept in a locked cupboard in the Nursery Staff Room for Nursery children; Reception Art Room for Reception and HoPP office for Years 1 and 2, and in the locked cupboard in the Medical Room beside the School Office for Years 3 to 8.
- 4.2 The member of staff to whom the medicine is given in the morning is responsible for ensuring medicine is handed back to the parent at the end of the day.
- 4.3 No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person/relevant member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- 4.5 If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. This is organised with the help and support of the child's parents.

#### **5. Children who have a long-term medical condition and who may require ongoing medication**

- 5.1 A risk assessment is carried out for each child with long-term medical conditions that require ongoing medication. This is the responsibility of the Deputy Head Pastoral in partnership with the School Office Administrator. Other medical or social care personnel may need to be involved in the risk assessment and are contacted as needed.

- 5.2 For some medical conditions, members of staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs for staff form part of the risk assessment.
- 5.3 The risk assessment includes arrangements for taking medicines on outings and advice is sought from the child's GP if necessary where there are concerns.
- 5.4 A health care plan for the child is drawn up with the parent; outlining the role of the staff and what information must be shared with other staff who care for the child. The health care plan should include the measures to be taken in an emergency. The health care plan is reviewed every six months, or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

**6. Managing medicines on trips and outings**

- 6.1 If children are going on outings, staff accompanying the children must include a member of staff who is fully informed about the child's needs and/or medication.
- 6.2 Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the Medication Record, including the parent's written permission and all the details that need to be recorded in the medication record as stated above.
- 6.3 On returning to school the Medicine Record is given to the parent to complete and sign.
- 6.4 If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the Medication Record with permission signed by the parent.
- 6.5 As a precaution, children should not eat when travelling in vehicles.
- 6.6 This procedure is read alongside the St. Francis School Educational Visits Policy

**7. Disposal of Medicines**

The member of staff with responsibility of the medicine will dispose of medication with permission from the parent when:

- the labels have become detached or unreadable
- the course of treatment is complete
- the expiry date has been reached

**8. Legal Framework**

The Human Medicines Regulations (2012)

**9. Further Guidance**

- 1. Supporting pupils with medical conditions at school (2014 updated 2017)
- 2. National Service Framework for Children and Young People and Maternity Services: Medicines for Children and Young People. DfES/Department of Health (2004)

Appendix

- 1 - St Francis School Health Care Plan
- 2 - St Francis School Medication Record

Compiled by: JNB	Date: September 2017 Updated: Dec 2024	Responsibility: Deputy Head
Reviewed by: SLT	Approved by: DL	Next revision: September 2025

### St Francis School Health Care Plan

The school will not be able to give prescribed medicine unless you complete and sign this form  
Medicines must be in the original container as dispensed by the pharmacy, and must be in date

<b>Child's full name</b>	<b>Child's date of birth</b>
<b>Medical condition/illness</b>	<b>Medication prescribed including dose required</b>
<b>Date</b>	<b>Review date</b>

<b>Medical details</b>	
<b>Name and address of GP</b>	<b>Phone Number</b>
<b>Medical condition/Symptoms</b>	
<b>Daily care requirements and medication to be held at school</b>	
<b>Procedures to take in an emergency</b>	

<b>Contact name and number of person responsible in an emergency</b>
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<b>Parent's name</b>	<b>Signature</b>	<b>Date</b>
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A copy of this form must be given to the parent. The setting will keep the original in the child's personal file.

## St Francis School Medication Record

The school will not be able to give prescribed medicine unless you complete and sign this form  
Medicines must be in the original container as dispensed by the pharmacy, and must be in date

<b>Child's full name</b>	<b>Child's date of birth</b>	<b>Name of medicine &amp; strength</b>	<b>Expiry Date</b>
<b>Reason for medication</b>	<b>Dose and time due</b>	<b>How medication should be stored (fridge?)</b>	<b>Prescribed by a GP</b>

Date	Time	Medicine name & strength	Dose given & method	Name and Signature of staff member administering medicine	Name and Signature of Witness

<b>To be signed by Parents:</b>	
Name:	Signature:
Date:	