



Administration of Medicines Policy

“Everyone who works with children should do what is in the best interests of the child.”

Article 3 United Nations Rights of the Child

This policy is in place to explain how Trinity School supports attendance of all pupils by ensuring staff understand their roles and responsibilities in administering medicines, parents understand their responsibilities in respect of their children’s medical needs and by ensuring medicines are stored and administered safely.

Where children are unwell and not fit to be in school and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Parents have the prime responsibility for ensuring a child’s health and for deciding whether they are fit to attend school. Pupils recovering from a short-term illness/infection, who are clearly unwell should not be in school and the Headteacher can request that parents/carers keep the child at home if necessary. Trinity School is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy provides a basis for ensuring that children with medical needs receive proper care and support in school.

Individual Health Care Plans

Where a child has significant or complex health needs parents/carers are asked to provide full details on entry to school or as the child first develops a medical need. Where appropriate a Health Care Plan may be put in place involving the parents and relevant health care professionals. This will ensure that pupils can have full access to education, including school trips and physical education. If additional health needs develop then the Care Plan will need to be updated by the school with the support of the parents/carers and shared with any/all adults that the child is left in care of. The Health Care Plan must be followed and reviewed at least annually.

Staff Duties

School staff have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Staff may volunteer to assist in the administration of medicines.

All medicines are stored securely in the school office with school staff access only. Only medicines in date are to be administered. Where medicines need to be refrigerated, they will be kept in a designated fridge in the Community Room or in the Foundation Stage Kitchen (Nursery and Reception).

Asthma reliever inhalers are kept in class. If the child is due to go off-site or attend a sporting activity, then the inhaler would be taken by the staff member to the activity/off-site event. Pupils in Key Stage 2 should assume responsibility for their own asthma inhalers as long as they are able to do so.

In the case of pupils in Foundation Stage and Key Stage 1 the school can supervise the child using the inhaler. The inhaler should be given to the class teacher along with written instructions detailing the usage.

It is the responsibility of the parent to ensure that an inhaler is renewed, and that the medication has not exceeded its expiry date. All inhalers should be collected by parents at the end of the school year.

EpiPens are kept in the staff room in a clear container with the child's details clearly labelled. Staff will be trained on how to administer EpiPens every two years by the school or sooner if the administration guidelines change. If the child is due to go off-site or attend a sporting activity, then the EpiPen would be taken by the staff member to the activity/off-site event.

Parents are responsible for ensuring that a child's EpiPen that is stored in school is kept in date and that it is collected at the end of the school year.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and we will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned. The school is well supported by the School Family Nursing Team who provide staff with advice and any relevant training on request.

Managing Medicines on School Trips

On school visits the teacher is responsible for taking the class medicine bag e.g. asthma inhalers, EpiPens with them. Teachers will take responsibility for administering medicine following the procedure if the parents/carers have given consents.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children. Parents will be asked to complete a specific form before the residential visit and they may be required to meet with the adult responsible for the trip beforehand.

Process for the Administration of Medicines in School

Medicines should normally be administered at home and only taken into school when absolutely essential (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

The school will only accept medicines that are prescribed by a medical practitioner, that are in date, that need to be administered **more than** 3 times per day, that are in their original container as dispensed by a pharmacist and are clearly labelled identifying the child by name and with original instructions for administration, dosage and storage.

The school will not accept or administer:

- Medicines that are to be administered 3 times per day
- Piriton (unless prior written agreement with the Headteacher for this to be administered in any school year)

- Paracetamol eg Calpol, or aspirin. (unless in exceptional circumstances with a Health Care Plan)

All medicines should be taken directly to the school office by the parent/carer; on presenting medication, the parent/carer must sign a Parental Consent form disclosing all details and giving permission for the medication to be administered by a named person. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent/carer to obtain verbal consent.

Any medicine administered will be recorded by the staff member in the Record of Medication Administration in line with the Parental Consent form completed by the parent/carer and this will be kept in the school office. The medicine must be stored in a locked cupboard (except where storage in a fridge is required) and only accessed by the named Trinity School staff member.

Non-prescription Medicines

Under no circumstances should a parent send a child to school with any medicines, eg throat sweets/tablets or hay fever relief products, without informing the school. These could cause a hazard to the child or to another child if found and swallowed or used.

Parents are welcome to come into school to administer medicines such as Calpol or similar that the school are unable or refuse to administer.

In exceptional circumstances, the Headteacher can provide an exception to this policy and school staff can administer the medication. If this decision is made by the Headteacher medication will only be administered in school on completion of the Parental Consent form and parents must inform the school office of the last time that the child had a dose of the medicine.

Non-prescription medicines must be handed in at the office by a responsible adult and they will not be returned to pupils without prior written permission from parents.

All non-prescription medication should be clearly marked with the child's full name and class detailed.

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