



# St Luke's C.E Primary School

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## Administration of medicine in school policy

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## **1. Purpose**

The Governors and staff of St Luke's Primary wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed or emergency medications during the school day where those members of staff have volunteered to do so.

## **2. Administration of medication**

2.1 Medication will only be received in school if it has been prescribed by a doctor or on the written request of a parent.

2.2 Each item of medication must be delivered in its original container and handed directly to the office staff.

2.3 Each item of medication must be clearly labelled with the following information

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date

2.6 The school will not accept items of medication which are in unlabelled containers.

2.7 Unless otherwise indicated all medication to be administered in school will be kept in the office.

2.8 On request the school will provide parents/carers with details of when medication has been administered to their child.

2.9 Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary, under staff supervision (inhalers)

2.10 It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupils need for medication. Parents are responsible for ensuring emergency medication stored in school is in date. The office staff will regularly monitor that stored medication is in date, taking action as appropriate.

2.11 Staff who volunteer to assist in the administration of emergency medication will receive appropriate training/guidance through arrangements made with the School Nurse.

2.12 The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. When a school trip has been organised, the school ask that any medication is handed to the named member of staff with responsibility for administering medication. This member of staff will then make a record of the details of the medication and administration requirements and will also log medication given during the school trip. Approval will be sought prior to a school trip with regard to the administration of basic medication such as paracetamol. If a student requests such medication

during a school trip, the parental consent form will be checked and if appropriate, medication will be provided.

2.13 Where there is a need for a pupil to have pain relief in school, one of the First Aiders, with the consent of parents or guardians may consider the use of paracetamol. The First Aiders will follow set guidelines for administration of this medication

An example of when paracetamol could be given is when a pupil has a headache, a parent is contacted and agrees that they can have paracetamol, but they are unable to attend school to provide the medication.

### **3. Asthma**

Pupils with asthma must have a completed Asthma Care Plan and have a blue reliever inhaler in school. These will be kept in the pupil's classrooms and be accessible during outside activities such as, PE and school trips. Preventer inhalers (usually brown) are not needed in school unless on an overnight residential.

### **4. Anaphylaxis**

Any pupils' prescribed emergency medication for anaphylactic shock will have a completed Care Plan. Copies of these will be held in the office and the pupil's classrooms, which staff members will familiarise themselves with. Allergy information will be shared with kitchen staff. Staff members in the pupil's class will have undergone training to administer an adrenaline auto-injector. Adrenaline auto-injectors will be kept securely in the pupil's classroom and be accessible during outside activities such as, PE and school trips.

### **5. Epilepsy**

Any pupils with epilepsy will have a completed Epilepsy Care Plan. Staff members in the pupils' class will undergo epilepsy training. Copies of the plan will be held in the office and in the pupil's classroom, which staff members will familiarise themselves with. Any seizures that occur will be recorded and information passed onto the parents or guardians.

### **6. Pupils with care plans**

Should a pupil be identified by the School Nurse as needing a Health Care Plan the plan will be drawn up by the Designated Safeguarding Lead in conjunction with the School Nurse and parents. The Designated Safeguarding Lead will inform the office staff for entry of the basic information onto SIMS. The Health Care Plan itself will be held by the Designated Safeguarding Lead and will be implemented, monitored and evaluated in liaison with the School Nurse, parents and relevant staff.

### **7. First Aid**

A number of staff have qualifications in First Aid and an up-to-date list is held by the Designated Safeguarding Lead. They are responsible for ensuring staff receive regular training to update their qualifications (see First Aid Policy)

### **8. Intimate care**

Should any pupil require intimate care this will be identified in a Care Plan. Staff involved in providing intimate care will be identified in the plan and will receive appropriate training

## 9. Identification of pupils with long term medical conditions

### 9.1 Students New To School

- Parents inform school of a long term medical condition via the admission form
- Form passed to office staff
- Information entered by office staff onto SIMS

### 9.2 Existing Students With A New Medical Condition

- Parents inform school of a long term medical condition by any other method (Medical Information Update Form)
- Information passed to:
  - Office staff
  - Information entered by Admin Manager onto SIMS
  - Information filed in pupil's records for information sharing purposes.

### 9.3 Information Sharing & Staff Responsibilities

- Class teachers, support staff and relevant First Aiders to familiarise themselves with any medical information on identified students in their class.

## 10. Links with other policies

This policy is linked to:

- Educational visit policy.
- First Aid Policy
- Health and Safety policy.
- Safeguarding policy
- Supporting pupils with medical conditions.

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