



## **Managing Medicines**

### **St John's Catholic Primary School 2021/2022**

**This policy was adopted October 2021**

**This policy will be reviewed September 2022**

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## 1 Prescription medication

Prescription medication will only be administered with parental consent. A medication form must be completed at the main office to indicate dosage, frequency and duration of dispensing, plus any special handling requirements (e.g., refrigeration).

Staff must record/initial and record the time of each dose given.

## 2 Non-prescription medication

If symptoms that can be treated with paracetamol or antihistamine develop during the school day, the school will administer the following non-prescription medications:

- paracetamol
- antihistamine

Parents must be informed via phone before administration of the medication, and staff must record/initial and record the time of each dose given.

Any other non-prescription medications will only be administered providing:

- the parent/guardian confirms daily the time the medication was last administered (to ensure correct time has elapsed between doses)
- medication is licensed as suitable for the pupil's age;
- medication is suitable for the pupil i.e., if a child is asthmatic the medication is suitable for that condition
- administration is required more than 3 to 4 times per day; therefore, medication needs to be administered during the school day.
- medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or patient leaflet
- and accompanied by parental/guardian consent

The school will NOT administer non-prescription medication:

- as a preventative, i.e., in case the pupil develops symptoms during the school day; except as detailed above.
- if the pupil is taking other prescribed or non-prescribed medication, i.e., only one non-prescription medication will be administered at a time;
- for more than 48 hours

Any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a doctor's note. In the absence of a doctor's note and if following the administration of a non-prescription medication symptoms have not begun to lessen in the first 48 hours, the school will advise the parent to contact their doctor. If symptoms have begun to alleviate, the medication can continue to be administered at home out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional the school will continue to administer medication at their own discretion.

A request to administer the same or a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/guardians will be advised to contact their doctor.

Skin creams and lotions will only be administered in accordance with the Schools Intimate Care Policy and procedures.

Medication that is sucked i.e., coughs sweets or lozenges, will not be administered by the school.

If parents/guardians have forgotten to administer non-prescription medication that is required before school, requests to administer will be at the discretion of the school and considered on an individual basis.

### 3 Emergency medication

Schools should have 2 inhalers for each pupil diagnosed with asthma and 2 auto-injectors for pupils with anaphylaxis. The school will hold a sufficient number of emergency inhalers and if there are not 2 auto-injectors on site for each pupil they will hold an emergency auto-injector.

It is the responsibility of parents/guardians to ensure medications are within date.

The school will return all medications at the end of the academic year.

## 4 Training

Multiple members of staff will be trained to administer medication and specialist training will be undertaken for medication with specific requirements for administration i.e., auto-injectors.