Mill Lodge Primary School

Administering and Storage of Medicines in School

This guidance document has been written to supplement the Department for Education's statutory guidance "**Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England" DfE December 2015 (reissued August 2017) (the Statutory Guidance) and both documents should be read together.**

Governing bodies of maintained schools must always have regard to the statutory guidance, i.e. take account of the guidance, consider it and comply with it unless there is good reason not to.

The Statutory Guidance states that schools must develop policies for supporting children in school who have a medical condition. This supplemental guidance aims to support schools with the development of one aspect of that policy, namely the management and administration of medication in school.

Medicines in school are categorised as non-prescription (over-the-counter) and prescription medicine.

Teachers/TAs must NOT accept medication for a child. All medication should be passed via a parent/carer through the office.
A child should not have medicine on their person except in extreme circumstances and only where a risk assessment has been completed.

Prescription medication - emergency

- Medicine prescribed for a child in emergency situations is to be kept in the classroom medicine cabinet (inhalers and medicine as part of a care plan such as epi-pen)
- The medicine cabinet should be locked and the key hung directly above it. The office to keep spare keys.
- In the ARC this should be an accessible yet secure location that everyone is aware of.
- Written consent using the correct form should be obtained (prescription medication form)
- The medicine should be in a clear bag with the child's name and the consent form.
- All medicines in the cabinet should be within the cloth grab bag and taken out for evacuation

Prescription medication - non- emergency

- Medicine prescribed by a doctor that needs to be administered 3+ a day will be given in school

- It will be kept in the main office - either office staff or class TA accompanying the child to the office (EYFS) can administer. This is recorded on a form with the medication
- ARC – administering this medicine is managed by ARC staff but the form and medicine should come through the main office
- Only prescribed medication in the original packaging will be accepted
- Parents/carers must drop off and collect medicine - pupils should not be used to pass medicine home. ARC - Medicine in via office but send home via by ARC staff to the parent/carer at hand over

Non- prescription medication

- No cough sweets or soothers are allowed in school - no exceptions
- No medications that are not suitable for children will be given (check package)
- Medication will only be given with written consent from parent/carer and only within the recommendations given on the package.
- All medication should be in original package with dose and expiry date clearly visible
- Medication should be sent home via parent as soon as issue has cleared up. ARC - Medicine in via office but send home by ARC staff via the parent/carer
- For children that need ongoing non-prescription medication a sheet will be completed and reviewed regularly by office staff.

A member of office staff will be responsible for checking all medicines comply with this policy by doing a half termly check.