

St Joseph's Catholic Primary School

Medication Policy



September 2015



Administering Medication

No pupil under 16 should be given medication without their parent or guardian's written consent. This is part of the 'Administering Medication Form'. Any member of staff giving medicine to a pupil should check:

- the pupil's name
- written instructions provided by doctor or parent/guardian
- prescribed dose
- expiry date

In any doubt staff should check with the parent or health professional before taking further action.

Medicine Record

A medicine record is to be completed and signed by the member of staff supervising or administering the medication.

Self Management

In the case of asthmatic children good practice is to allow pupils to manage their own medication from a relatively early age. If pupils can take their medicine themselves staff may only need to supervise this. Asthmatic pupils needing a reliever inhaler must have immediate access whenever they need them. Staff should ensure that the inhaler is stored in a safe but relatively accessible place and clearly marked with the pupil's name. Inhalers should be available during P.E., sports activities (including swimming) and on school trips.

Short Term Medical Needs

Medication should only be brought to school when absolutely essential. It is helpful, where possible, that medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescribing doctor or dentist about this. Parents should provide full information about their child's medical needs and complete the school's 'Permission to Supervise' form. The medication should be logged into school and stored in the medical box inside the locked cabinet provided. Timing and dosage of medication is recorded on individual pupil record sheets.

Long Term Medical Needs

Where appropriate individual healthcare plans are drawn up involving specialist medical advice - including school nurse, parents, teacher and staff involved in supporting the management of medication. (See appended pro-forma for this plan)



Non-Prescription Medication

School staff should generally not give non-prescribed medication to pupils. A child under 12 years should never be given aspirin unless prescribed by a doctor. If a pupil suffers from acute pain regularly, such as migraine, parents should authorise and supply appropriate pain killers for their child's use with written instructions about when the child should take the medication. A member of staff should supervise the pupil taking medication and notify parents in writing on the day painkillers are given.

Procedure for Medically Prescribed Diets

See procedure provided by Metro Services in conjunction with paediatric dietician at Arrowe Park Hospital.

Safety Management of Medicines

Staff should ensure that the supplied container is labelled with the name of the pupil, the name and dose of the drug, the frequency of administration and expiry date. Where a pupil needs two or more prescribed medicines each should be in a separate container. Non health care staff should never transfer medicines from their original containers.

Medicines should be stored safely

Pupils should know where their medication is stored and who holds the key. Medicines generally should be kept in a secure place not accessible to pupils. Refrigerated medicines should be kept in an airtight container, clearly labelled if kept in a fridge containing food. Restricted access should be ensured to a fridge holding medicines.

Disposal of Medicines

School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for the disposal of date-expired medicines.

Hygiene/ Infection Control

All staff are familiar with normal procedures for avoiding infection and must follow basic hygiene procedures.

Emergency Procedures

All staff should know how to call the emergency services and they should know who is responsible for carrying out emergency procedures in the event of need. A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain with the pupil until the pupil's parent arrives.



Generally staff should not take pupils to hospital in their own car, however in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance. If the pupil is under 135cm tall a booster seat is available from the office.

Medication on School Trips

All staff readdressed on how to administer Inhalers if a child required assistance and when to take action if the child does not respond to treatment. Prescribed medication would be handed to staff member in charge to administer at a given time in a sealed named container.