



SAINT JAMES'

Church of England School
Nursery & Pre School

Headteacher: Mrs J Moore MA/BSC/QTS



*Walking hand in hand with Jesus, fulfilling the potential God has given us
For with God nothing shall be impossible - Luke 1:37*



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Liverpool Diocesan Schools Trust

St James
CofE Primary School

Administration of Medicine Policy

This policy has been adopted by the governing body of St James CofE Primary School. It will be reviewed annually or as required. If you require more information, please contact the school office.

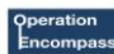


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St James' CofE Primary School Equality Policy

Mission Statement

Through him we learn to live abundant lives, especially treasuring the values of friendship, trust, thankfulness, respect, forgiveness, hope and courage.

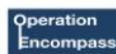
Vision Statement

Walking hand in hand with Jesus, fulfilling the potential God has given us.

Luke 1:37 'For with God nothing shall be impossible.'

Mission Aim

At St James' CofE Primary School, the Christian (and indeed, inclusive human) values "friendship, trust, respect, forgiveness, hope and courage" inform our whole life together.





Administration of medicines policy

Through this policy St James' CE Primary School pays particular regard to the Wigan Local Authority's 'Managing medicines in Early Years settings and schools' policy (draft 2006) and the NHS Primary Care Trust's 'Infection control and communicable diseases' guidelines for Early Years and childcare' (2005) document.

Aims of this policy

- To outline the circumstances under which medication may be administered.
- To outline the roles and responsibilities for the administration of medicines.
- To explain our procedures for managing medicines in school.

Purpose of this policy

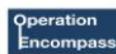
This policy recognises that schools have a duty to take reasonable care of children, which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines for an ongoing medical condition, short illness/infection or a long-term illness, as described below.

Ongoing medical conditions

Such conditions include asthma, eczema and other allergic conditions; diabetes; ADHD; and epilepsy, amongst others. In these cases, a pupil may need medication on a regular basis or 'as required', including as an emergency procedure. In each case, parents must inform school of what is needed in order to support their child and the school must ensure that this is carried out. In addition, the support of health professionals should be sought and used if necessary, to provide advice and training and/or help in writing and reviewing an individual health care plan for the child concerned.

Short term illness/infection

These include the usual, everyday illnesses and infections such as coughs and colds, stomach upsets and childhood illnesses such as chickenpox. Once the child is feeling





better **and/or the quarantine period is completed**, it may be appropriate to return to school whilst in the final stages of recovery. Occasionally, this may include needing a course of a prescription medicine or a medicine recommended by the GP (and supported by a GP's letter to this effect), for a short period. In such cases, as long as the child clearly feels well enough to return and take part in learning, school will agree to administer medication, under the conditions below (see Procedures). Where a child returns still clearly unwell, however, the parents or carers will be asked to keep the pupil at home until he/she is fit to be in school.

Long term, serious illness

In these cases, medication may be needed for a prolonged period of time, as part of a treatment programme. In such cases, advice and any necessary training from a medical professional must be provided.

Roles and responsibilities

Parents and carers:

- To give sufficient information about their child's medical needs if treatment is required.
- To deliver all medicines to the school office in person.
- To complete and sign the parental agreement form. (Appendix I)
- To keep staff informed of changes to prescribed medicines.
- To keep medicines in date - particularly emergency medication, such as adrenaline pens.
- To sign the child's medical form when administering medicines on school grounds.

Headteacher:

- To have overall responsibility for the safe storage and administration of medicines in school and ensure that the school's policy on the administration of medicines is implemented.
- To ensure that parents are aware of the school's policy on the administration of medicines.
- To ensure that staff receive support and appropriate training where necessary, in the administration of medications.





Procedures

- When medicines are to be administered in school, parents must request this using the specific permission form at the school office (Appendix I) The form should be signed by the parent or carer and placed in the Administration of Medicines file, which is kept in the staffroom for reference by staff involved. (Please note that blanket consent is not to be used to cover, written permission should be obtained for each particular medication) (Appendix 1)
- Medication must be in its original packaging including the prescriber's instructions/ recommended dosage and should be delivered to the school office by the parent or carer. Teachers and teaching assistants should not take receipt of any medicines and in no circumstances should medicines be left in a child's possession.
- All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine; and the frequency of administration. **For the Early Years unit, inhalers must have the prescribed dosage instructions label on the canister, not the box.**
- In the case of some ongoing conditions, specific arrangements may be made for the storage and administration of any medication needed.
- All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will be kept/locked in the school staffroom medical fridge or staffroom medical cabinet and should not be kept in classrooms, with the exception of those that may be needed in an emergency e.g. Epi-pens (which should be kept in a secure box, out of reach of children). Generic E-pi-pens are kept in the staffroom medical cabinet in case of an emergency. **For the Early Years unit, medicines must be kept in the medical fridges or in fridge medicine box in setting or a secure medical cupboard depending on temperature requirement.**
- Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period and/or when requested by staff. If not collected for disposal, they may be disposed of by returning to the local pharmacy collection point when deemed appropriate.
- In all but emergency cases, medicines are administered by agreed persons /





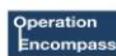
members of staff working with the child, arrangements for which are known to the headteacher. Only the prescribed/recommended dose will be administered; this cannot be changed unless written instructions are given from a medical professional.

In the case of eye drops/ointment and ear drops, these must be administered by the parent/carer only; they will need to come into school as necessary, to do this. In the case of creams for eczema etc, these must be applied by the child (See Appendix VIII(b) and the additional guidance for the administration of Nappy cream - Child Protection & Safeguarding policy).

- A record must be completed and signed by 2 members of staff each time a medicine is dispensed. The record sheet must be stored in the record file (Appendix II) kept in the medical cabinet, held in the staffroom.
- A record must be completed and signed by a parent and member of staff each time a medicine is dispensed in school by a parent, in the record file (Appendix II) kept in the medical needs file held in the staffroom.
- **In case of EYFS practitioners administering medicine, parents/carers are informed and asked to sign each time, as soon as possible after each occasion. (Appendix III).**
- In the event that a child refuses to take medicines, this is noted in the records and parents are informed immediately.

Children who have a temperature

- If a child appears to have a temperature, an agreed member of the staff may take the child's temperature, using the forehead equipment kept in the staffroom medical cupboard, providing that:
 - ✓ The child's parents have given written consent (Appendix IV) and/or verbal consent, by phone if necessary (in the case of all other pupils);
 - ✓ A forehead strip or electronic thermometer is used according to the manufacturer's instructions.
- If the child's temperature is: **Follow COVID risk assessment procedure of isolating a child with a temperature above 37.5**
 - ✓ above 37.5 degrees, it will be monitored and taken again after 30 minutes;





- ✓ above 38 degrees, the child's parent/carer will be contacted and asked to collect their child and seek medical advice.

Training

- Training is given to all relevant staff members - those involved in administering medicines on a day to day basis.
- In some cases, the whole staff team may be trained; for example, in administering an Epi-pen, De Fib etc.
- First aid and other health and safety training is covered under the school Health and Safety policy.

Related policies

In reading this policy, reference should also be made to the following policies:

- Health and safety;
- Supporting Pupils in School with Medical needs;
- Intimate care;
- Safeguarding & Child protection.

Monitoring, evaluation and review of this policy

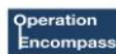
The 'buddy' governors for Special Educational Needs and Disabilities and for Child Protection will be responsible for evaluating the effectiveness of this policy, as part of the annual review of the Child Protection policy.

Appendix I

Authorisation for the school to administer Drugs/Medication to a pupil

Name of Pupil:

I hereby authorise Mrs J. Moore, Headteacher at St James' CE Primary School (or such persons as appointed by the Headteacher) to administer the following drug/medication*





(which has been prescribed by a General Practitioner or Consultant) at the following times and days:

.....
.....

To my son/daughter*

Signed.....Parent/Carer*

Date.....

*Delete as appropriate

Appendix II
Confidential

Register of Drugs/Medical preparations administered to Pupils

Drugs and Medication of any Kind Should Only be Administered on Written Authorisation from the Parent

The School should ensure that an entry is made for every occasion when a drug or medical preparation is administered to a pupil by two members of staff and that the register is kept up-to-date.

The information contained in this register should be treated as confidential and entries should be made available only at the request of a qualified nurse or qualified medical practitioner.

Date	Time	Name of Pupil	Drug or Medication	Amount or Quantity	Written Parental Authorisation Received	Signature of Persons Administering Drug/Medication





Headteacher: Mrs J Moore MA/BSC/QTS

Appendix III
Register of drugs / medication Administered to pupils
Confidential
EYFS

Drugs and Medication of any kind should only be administered on written authorisation from the parent / carer.

The Headteacher should ensure that an entry is made for every occasion when a drug or medical preparation is administered to a pupil by two members of staff and that the register is kept up to date.

The information contained in this register should be treated as confidential and entries should be made available only at a request of a qualified nurse or qualified medical practitioner.

Pupils Name:

Date	Time	Name & strength of medication	Amount or quantity	Signature of the person administering	Counter signature of witness	Signature of the parent at end of day





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Appendix IV

Dear Parent/Carer,

If ever we feel your child may be unwell, our procedure would be to take your child's temperature, using a forehead gauge.

Please give permission for us to do this, using and returning the slip below.



St James'
CofE Primary School

I give permission to take my child's temperature if we feel that he/she is unwell

Child's Name

Parent/Carers Name.....

Parents/Carers Signature.....

Date.....

Appendix VI

Medical Administration Sheet (MARS) for use when on external outings.
The school should ensure that an entry be made when medication is administered.

ONE SHEET PER CHILD

Name of pupil:

Medication:

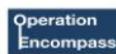


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Date	Time	Quantity	Written parental consent	Where was it administered	Signature	Counter signature

Appendix VII
Authorisation for pupil to apply prescribed creams

Name of Pupil:

I hereby authorise Mrs J. Moore, Headteacher at St James' CE Primary School (or such persons as appointed by the Headteacher) to witness the pupil applying the prescribed creams below

.....

.....

(which has been prescribed by a General Practitioner or Consultant) at the following times and days:

.....

.....

To my son/daughter*



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Tyrer Avenue, Worsley Mesnes, Wigan, WN3 5XE
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Signed.....Parent/Carer*

Date.....

*Delete as appropriate

Appendix VIII (a)

Confidential

Register of Prescribed Creams administered by Pupils

Prescribed Creams of any Kind Should Only be Administered on Written Authorisation from the Parent

The School should ensure that an entry is made for every occasion when a prescribed cream is applied by a pupil by two members of staff and that the register is kept up-to-date. The information contained in this register should be treated as confidential and entries should be made available only at the request of a qualified nurse or qualified medical practitioner.

Date	Time	Name of Pupil	Drug or Medication	Amount or Quantity	Written Parental Authorisation Received	Signature of Persons witnessing Administration of Prescribed Cream

Appendix VIII (b)

Confidential



