



**ST BERNADETTE'S**  
CATHOLIC PRIMARY SCHOOL

# Managing Medicines and Medical Conditions in School Policy

St. Bernadette's Catholic Primary School

Approved by BoD: 03/04/2025  
Policy Review Date : 30/09/2026

## **Mission Statement**

**At St Bernadette's, we follow Jesus by sharing His light through our words and actions, spreading His word in how we live and learn, trusting His plan even when the path is uncertain, loving one another with compassion and respect, and serving others with humility, just as Christ did. Through these daily acts of faith and kindness, we grow together as a community of disciples.**

### **Introduction**

There is no legal duty that requires Schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication.

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. St. Bernadette's Catholic Primary School is committed to ensuring that children with medical needs have the same right of access as other children.

### **Admission to School**

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the medical profession which encourages self- administration of medication when possible.

On Admission to our school all parents/carers are asked to complete an Admission Form and Parental Permission Form which will inform school of any medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care. Every new school year parents/carers are invited to download the Parentlite app. This will enable them to update any details we hold on their child. The onus is on the parent/carer to let school know of any changes that the school needs to implement.

## **The Role of Parents/Carers**

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming in to school at the appropriate time to administer the medication. However, this might not be practicable and in such a case parents/carers may make a request for medication to be administered to the child at school.

If medicine needs to be administered during school time, then a parent or carer must bring it to the School Office and fill in a Daily Medication Consent Form (Appendix 1) if it is for a short period of time or a Long-Term Healthcare Plan (Appendix 2) if the medication is long-term. Medication must not be given to the Class Teacher, or brought into school by the child themselves. If medication is for a short term condition, any remaining medication must be collected and signed for from the School Office by a parent or carer at the end of each school day the medicine has to be administered.

## **Prescription Medication**

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bed time. Parents are encouraged to ask the GP to whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done and the parent/carer cannot come into school to administer the medicine.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the child's name, date and prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container. We will not accept medicines that have been taken out of the container or if changes to dosages have been made.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

A Daily Medication Consent Form (Appendix 1) or a Long-Term Healthcare Plan Form (Appendix 2) must be completed and signed by the parent/carer. No medication will be given without the parent's written consent.

Prescribed medication, other than emergency medication, will be kept in the locked First Aid Cabinet in the School Office or the refrigerator in the Staff Room as appropriate. All emergency medicines (asthma inhalers, epi-pens etc.) should be kept in the child's classroom and be readily available. A second Epi-pen for each child who requires one will be kept in the locked First Aid Cabinet in the School Office, in a box clearly labelled with the child's name. A school emergency blue asthma inhaler and spacer will also be kept in the locked First Aid Cabinet in the School Office and in the Beehive Out of School Club.

### **Non-prescription Medication**

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

### **Calpol**

After seeking Professional Medical Advice, we do keep Calpol in School should a child need it. If we think that a child would benefit from having Calpol in order for them to stay in School then we would contact parents/carers asking for permission to administer a dose. We would then record it on our Calpol medication log (Appendix 3).

### **Creams/Lotions**

Creams and lotions should be applied to your child before coming to school or if needed during the day, the parent/carer must come into school to administer them. Staff are not allowed to apply them.

### **Eye Drops**

Eye drops should be given to your child before coming to school but if they are needed during the day and the parent/carer isn't able to administer in school then a member of staff can administer the medicine if a Daily Medication Consent Form (Appendix 1) is completed by the parent/carer.

### **Long Term Medical Needs**

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a Long-Term

Healthcare Plan for such pupils, involving the parents and the relevant health professionals if needed.

Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

### **Controlled Drugs**

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents. Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply and the amount of medication handed over to the school should always be recorded and a form signed by the parent/carer and School.

Controlled drugs should be stored in the locked First Aid Cabinet in the School Office, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded on a Medication Administered in School Form (Appendix 3), including if the child refused to take it. The form must be signed by 2 members of staff. If pupils refuse to take medication, school staff should not force them to do so.

The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services. The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist and logged. It should not be thrown away.

### **Administering Medicines**

Medicines will only be administered by members of staff who have been trained in the safe administration of medicines. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all staff trained in administration of medicines will be maintained by the School Office.

When a member of staff administers medicine, they will check the child's Daily Medication Consent Form or Long-Term Healthcare Plan Form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the Medication Administered in School Form. The form will then be signed by 2 members of staff.

## **Refusing Medication**

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

## **Disposal of Medicines**

The School Office will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. If a child needs daily injections then a sharps box will be obtained and be kept locked away safely. If any child requires regular injections (eg. Insulin), they will have their own sharps box which can be taken offsite with them on trips etc. The parents will be notified when the box is almost full so that they can bring in a new box and take the full box for disposal.

## **Training**

Designated members of staff are trained in First Aid both Paediatric First Aid, First Aid at Work, Emergency First Aid at Work, Asthma Awareness, Epipen Administration and Managing Medicines in Schools.

## **Offsite Visits**

There is always a Paediatric First Aider on all School visits. It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary, individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma. The School Trip First Aid box must also be taken.

## **Travel Sickness**

Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete a Daily Medication Consent Form.

## **Residential Visits**

All medicines which a child needs to take should be handed to the teacher in charge of the visit. The parents will sign a consent form for any medicines which they need to take during the visit, plus consent of emergency treatment to be administered (which is part of the providers Risk Assessment Pack).

## **Asthma**

St. Bernadette's Catholic Primary School recognises that asthma is a widespread, serious but controllable condition and the school welcomes all children with asthma. We ensure that children with asthma can and do fully participate in all aspects of school life.

## **Asthma Folder**

An Asthma Folder is held in the School Office. Included in this folder is the Asthma Register, Long-Term Healthcare Plans, Emergency Inhaler Consents and Inhaler Expiry Dates.

## **Asthma Register**

The School Office is responsible for the up-keep of the Asthma Register. On the register is the child's name, class and photograph. Each class is given a copy of this register and it is kept in their Class Asthma Folders for reference.

## **Classroom**

Each class has their children's asthma inhaler, spacer and a Class Asthma Folder. In the folder is the Asthma Register, copies of the children's Care Plans, Asthma Inhaler Record Sheets and Guidelines on how to deal with an Asthma Attack.

## **Asthma Inhaler Record Sheets**

School staff are not required to administer asthma medicines to children (except in an emergency). Children are encouraged to take their own inhaler when they require it. This is supervised by a member of the staff who will then record it on the child's Asthma Inhaler Record Sheet. This will include the date, time, type of inhaler used, symptoms, dose given and signed by the member of staff. Any irregularities must be reported to parents/carers, for example a child needing to take asthma relief more than is usual for that child.

## **Emergency Inhaler**

In line with "Guidance on The Use of Emergency Salbutamol Inhalers in Schools" March 2015, the school has an emergency reliever (blue) inhaler for the emergency use of

children whose own inhaler is not available for any reason. They are stored in the First Aid Cabinet in the School Office and in the Beehive Out of School Club, along with appropriate spacers. Parents must sign a "Consent Form for their child to use it.: Use of Emergency Salbutamol Inhaler Held in School" (Appendix 4) to consent to their child being allowed to use the emergency inhaler. These will be kept in the Asthma File in the School Office.

### **PE Lessons, Physical Activity and Off-Site Visits**

If a child is asthmatic, their inhaler and Asthma Folder will be taken with them (looked after by a member of staff) to their PE Lesson or any off-site visits.

Taking part in sports, games and activities is an essential part of school life for all children. Children with asthma are encouraged to participate fully in PE. Children whose asthma is triggered by exercise are encouraged to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson. If a child needs to use their inhaler during a lesson they will be encouraged to do so.



# ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL

## DAILY MEDICATION CONSENT FORM

The school will not give your child medicine unless you complete and sign this form, and the Head Teacher has agreed that staff can administer the medication.

### DETAILS OF PUPIL

Surname: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Class: \_\_\_\_\_

### ILLNESS

### MEDICATION

Name of Medication: \_\_\_\_\_  
Prescribed by Doctor: Yes  No   
How long will your child take this medication in school: \_\_\_\_\_  
Date and time of last dose: \_\_\_\_\_

### FULL DIRECTIONS FOR USE

Dosage & Method: \_\_\_\_\_  
Time/s of Dosage: \_\_\_\_\_  
Special Precautions: \_\_\_\_\_  
Side effects: \_\_\_\_\_  
Self administration: \_\_\_\_\_  
Procedures to take in an emergency: \_\_\_\_\_  
\_\_\_\_\_

### CONTACT DETAILS

Name: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_  
Contact No: \_\_\_\_\_

I understand that I must deliver and collect the medicine personally to a member of staff and accept that this is a service that the school is not obliged to undertake.

Signed: \_\_\_\_\_ Relationship to child: \_\_\_\_\_  
Date: \_\_\_\_\_

## MEDICATION ADMINISTERED IN SCHOOL

DATE	TIME	MEDICATION	DOSE GIVEN	PROBLEMS/ REACTIONS	SIGNED (STAFF MEMBERS X 2)	PRINT NAMES

## MEDICATION SIGNING IN AND OUT

DATE	NAME OF MEDICATION RECEIVED	SIGNED (STAFF MEMBER)	DATE RETURNED TO PARENT	SIGNED (BY PARENT)	NOT COLLECTED, DATE TAKEN TO CHEMIST FOR DISPOSAL	SIGNED (BY STAFF MEMBER)



**ST BERNADETTE'S**  
CATHOLIC PRIMARY SCHOOL

## ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL

### LONG-TERM HEALTHCARE PLAN

The school will not give your child medicine unless you complete and sign this form, and the Head Teacher has agreed that staff can administer the medication.

#### DETAILS OF PUPIL

Surname: \_\_\_\_\_  
Forename: \_\_\_\_\_  
Class: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

#### DESCRIPTION OF ILLNESS AND INDIVIDUAL SYMPTOMS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### DAILY CARE REQUIRMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### MEDICATION

Name of Medication: \_\_\_\_\_  
Prescribed by Doctor: Yes  No   
How long will your child take this medication in school: \_\_\_\_\_  
Expiry date: \_\_\_\_\_

#### FULL DIRECTIONS FOR USE

Dosage & Method: \_\_\_\_\_  
Time/s of Dosage: \_\_\_\_\_  
Special Precautions: \_\_\_\_\_  
Side effects: \_\_\_\_\_  
Self administration: \_\_\_\_\_







