



Newnham Croft Primary School

Administration of Medicines Policy

March 2025

The parent or guardian must supply the medicine in the original pharmacist's packaging clearly labelled including details for administration and possible side effects to the school office. Parents/guardians must complete a 'Parental agreement to administer medicine' form. On no account should a child come to school with medicine if they are unwell. If a child is found with medication on them, it will be removed and parents contacted.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. Any such medication will be stored appropriately either in the Medical Room, or staff room fridge or in the office. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics, for example, are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Occasionally a GP may prescribe a medicine that has to be taken during the school day. Parents may call into the school and administer medicine to their child, or they may request that the school administer the medication. Only medicines prescribed to be taken four times a day or more will be administered by school staff, unless in exceptional circumstances after discussion with the headteacher.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed. In addition to this, pupils at this school will not be given medicine containing aspirin unless prescribed by a doctor.

Inhalers

Reliever inhalers (often blue) are kept in the child's classroom, and will be in their original pharmacy box. If the child leaves the school premises, on a trip or visit, the inhaler is taken by the adult in charge or the First Aider. It is the parent's responsibility to ensure the medication is within the 'use by' date and replaced when necessary. There is a centrally held inhaler for emergencies only, but it will only be offered to children who we are already aware of. On the rare occasion that a child needs to use a brown preventative inhaler in school, the parents will need to speak to the office to arrange the timings involved.

Epi-Pens

Ideally, each child must have two Epi-Pens which are kept in the classroom in a clearly labelled separate cupboard. Epi-Pens are stored in boxes that the parents have provided, with a photo of the child on the lid and the healthcare plan/protocol inside.

Insulin/diabetics

A meeting **must** take place with the class teacher and First Aid coordinator. The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date

and it must have an individual healthcare plan/protocol. All medicines will be stored safely. Medicines will be returned to parents to arrange for safe disposal when no longer required.

Pupils Taking Their Own Medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication, but this will always be supervised by a member of staff. Appropriate arrangements for medication should be agreed and documented in the pupil's Individual Health Care Plan and parents should complete the relevant section of 'Parental agreement to administer medicine' form.

Non-Prescription Medicines

In general, non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. Only non-prescription travel sickness medication, anti-histamine and paracetamol will be administered by staff, providing they are supplied in the original packaging and accompanied by a 'Parental agreement to administer medicine' form and the appropriate Protocol for the administration of that medicine. Medication must be suitable for the pupil's age, supplied by the parent (not the school) and in its original packaging, with manufacturer's instructions. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

Unless for a school trip, all medications need to be taken to the school office.

Severe Allergic Reaction

An Epi-Pen should be used immediately in a severe reaction (see Pupil's Individual Health Care Plan for details). If in doubt about the severity of an allergy reaction, administer the Epi-Pen and call an ambulance immediately.

Hay fever

For the treatment of hay fever, parents should administer the antihistamine before the pupil starts school - it is not necessary for schools to administer antihistamine for the treatment of hay fever.

Cough Sweets

Cough sweets are not permitted in school and will be removed from a child's possession if they are found to have brought them into school.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as ritalin. The school does not deem a pupil prescribed a controlled drug as competent to carry the medication themselves. Controlled drugs will be stored securely in a non-portable container and only named staff will have access. Controlled drugs for emergency use must also be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug held in school.

Signed: E Toye Scott

Position: Chair of Teaching and Learning Committee

Date: May 2025