



Ormskirk Church of England Primary School

Greetby Hill, Ormskirk. Lancashire L39 2DP

Tel: (01695) 574027

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web-site: www.ormskirk-ce.lancs.sch.uk

Headteacher: Mr G.Storch B.Ed. (Hons) P.G. Dip. Psych. N.P.Q.H.

School Vision

Our whole school community strives, through God's love and guidance, to provide a safe and stimulating environment in which all are Inspired, Aim High, Achieve and Shine.

Rationale

Children's health needs may require administration of medicines during the school day. Consequently, a policy setting out clear guidelines is essential for the well-being of children and peace of mind for parents and staff.

Statement

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it, except where it has been agreed as part of the contractual obligation of an appointment made specifically for this purpose. At Ormskirk Church of England Primary School with Nursery, all staff caring for children have a common law duty of care to act like any reasonably prudent parent. Our staff make sure that children are healthy and safe; the duty of care extends to taking action in an emergency.

Aims

To ensure that procedures and practice concerning the administration of medicines at school are clear and those involved know and comply with them.

Objectives

- To classify the circumstances in which the administration of medicines would be acceptable
- To indicate how the need for medicines to be administered will be communicated
- To clarify where medicines will be kept safely
- To inform staff of children who have medical conditions that may require urgent action
- To identify who will administer medicines
- To ensure all parties involved are informed of the policy

Procedures and Practice

It is preferable that medicines be prescribed in frequencies that allow the child to take them out of school hours. Where this is not possible, the administration of medicines is acceptable in cases of:

- Long-term illness, such as asthma.
- Emergency treatment, such as severe allergies.
- Where children are recovering from short-term illness, such as being on antibiotics but are fit and well enough to be in school.
- Relieve pain or upset using paracetamol (only with parental consent).

Medicines will only be allowed in school when we have been given information about the child's medical needs and/or an administering medicine form has been filled in and signed by a parent/carer.

Inspire

Aim High

Achieve

Shine



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Where immediate self-administration of medicine is advisable, such as with an asthma inhaler, it will be kept in the child's classroom and taken off site when educational or other visits take place. All other medicines, in the smallest amount practical, should be handed into the office or handed to member of the school's Senior Leadership Team.

Medicines will be kept in classroom stock cupboards or The Leadership Room if needed to be refrigerated.

Non-prescribed medication, e.g. nasal sprays, throat lozenges, travel sickness tablets, paracetamol will be accepted in school provided that an administering medicines form has been completed and accompanies the medicine.

Ormskirk Church of England Primary School will only administer analgesics (paracetamol/ibuprofen) to children or supervise children self-administering (with parental permission) analgesics if they are feeling unwell during school time. We will accept parents/carers sending in their own analgesics provided that an administering medicines form has been completed and accompanies the medicine.

Parents will be contacted to obtain permission to administer paracetamol if their child is unwell. If consent, is not given, school staff will not administer paracetamol.

Administering Medicine

No child under 16 should be given medicines without parent/carer written consent to school. Any member of staff supervising the administration of medicines to a child should ensure that any prescription medication must be:

- In its original container and displaying the dispensing pharmacy label
- Clearly labelled with the name of the child, contents and prescribed dosage Within its expiry date

All medicines should be self-administered and supervised by a member of staff.

Parents requesting supervision of administration of medicines in school will be asked to complete an administering medication form. No medicine will be accepted by the office unless this form has been completed fully.

If in doubt about any procedure staff should check with the Headteacher/Deputy Headteacher before taking further action. If the Headteacher/Deputy Headteacher is unavailable, staff should check with the parent/carer if there is any doubt at all about the medicine or the procedure.

The member of staff supervising the administration of medicine must complete the form and/or medicine log.

When organising educational visits for children with medical needs, Ormskirk Church of England Primary School with Nursery will take the necessary precautions, such as the presence of staff who are able to supervise medication and/or inclusion of the child's parent. Any Health Care Plans will accompany the child on any visit away from the school premises.



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Storing Medicines

Some medicines need to be refrigerated. They will be kept in the refrigerator in The Leadership Room

Controlled Medicines

Some prescription medicines contain drugs that are controlled under the 'Misuse of Drugs' legislation. These medicines are called controlled medicines. Controlled medicines are classified (by law) based on their benefit when used in medical treatment and their harm of misused. For this reason, **controlled medicines will be stored in The Leadership Room in locked filing cabinet or if necessary in the fridge in The Leadership Room.**

Emergency Procedures

Should an emergency arise, staff will inform the Headteacher, who will instruct the school office to phone for an ambulance. The school office will ensure that any existing Health Care Plans will accompany the child to hospital.

Long Term Conditions and Medications

Details of long-term conditions and medications should be recorded on the school's medicine form when the child starts school. If this medical condition starts whilst the child is at school, written information about the condition should be sought.

All staff will be informed of life-threatening conditions through staff meetings. Training to manage these conditions in school will be given, where appropriate.

Health Care Plans for children with known health needs are drawn up with parents/carers and shared with staff. They are reviewed regularly in consultation with class teacher and where appropriate SENDCo.

Copies of these are kept on Provision Map which is school's online system for recording and monitoring provision for Special Educational Needs and Medical Needs.

Written September 2024

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