SELSTED CHURCH OF ENGLAND PRIMARY SCHOOL

Here at Selsted, in our unique rural setting, we provide a happy, safe, stimulating environment where children develop a love of learning. Through mutual respect and trust, children are given a voice and responsibility. We are brave, resilient, and committed to making the impossible possible through God's loving care.

MANAGING MEDICINES POLICY

Date written:	**September 2026**
Date of next review:	**September 2027**
Signed: Chair of Governors	
Signed: Headteacher	

The responsibility of managing medicines in school rest with all staff members. However, the prime responsibility for the main source of information lies with the parent/carer. To protect the welfare of all children and staff it is important that this policy is followed at all times. Some drugs are controlled drugs and under the Misuse of Drugs Regulations 2001 staff members are held accountable for the way these are stored and dispensed to children. Parents of children who have drugs in school should be made aware of this policy. The Headteacher and Governing Body are responsible for ensuring this policy is being adhered to.

Controlled Drugs
This list includes over 100 substances. The most common ones to be found in schools are – Midazolam and Methylphenidate. These drugs must be kept in a locked cabinet at all times. A drug register must be kept for these drugs. These drugs can only be accepted in school following a meeting with the headteacher or SENDCO. Only named people can have access to these drugs.

Other Medicines
Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
As a school, we accept prescription only medicines in school. With permission from a senior leader or a member of the Administration Team .he school is able to administer over the counter medicines (OTC).
Medications must be in the original packaging with instructions and prescription medicines must have the label from the dispensing pharmacist on the box or packet.

The Medicines Standard Framework (NSF) encourages practitioners to issue two prescriptions to enable medicine to remain in school, parents should be made aware of this. (e.g. inhalers, Epipen)
Some medicines must be refrigerated and staff must ensure that this happens.
If medicine is needed over a long period of time, a health care plan may be needed and the AHTs/SENDCO should be informed.
See *Supporting Pupils with Medical Conditions* for next steps.

The most commonly administrated medicines in school are:

1. Inhalers
2. Antibiotics (If a child has been prescribed a week's course and is well enough to return to school).

Calpol/Nurofen Medicine
At Selsted CE Primary School, if a child needs medication to relieve pain or fever, then a staff member will call the Parent/Carer to explain the illness, ask about prior medication and gain consent to administer paracetamol provided by the school. This is logged and monitored.
If children need repeated doses of pain relief for a short illness, parents/carers provide a bottle of Paracetamol (Calpol) or Ibuprofen (Nurofen) which is placed in a bag with their child's name written on it. They fill out a *Form B Parental Agreement for Setting to Administer Medicine* with their child's details, the frequency that it needs to be administered and the reasons why it is being administered. Parents/Carers bring the medication to the school office and must collect it when asked to do so.
In most cases, Selsted CE Primary School staff administer paracetamol or Nurofen to a child for a maximum of three days, as advised in the instructions leaflet, unless instructed otherwise by a doctor.

The school keeps antihistamine on site in case it needs to be administered in an emergency. Parents/Carers will be informed if this is the case.

Control of Medication
In our school, we appropriately store or carry medication and supervise children when administering these. The school must be in possession of a *Parental Consent Form B* and this will be stored with the medication. Children should be able to access their medication via a staff member at all times.

Refusing Medicines
If a child refuses to take a medicine, they should never be forced to do so. Note this in the records and inform parents.

Administering Medicines
No child under 16 should be given medicine without parental consent. If medicines are kept in school but not administered, then the parent must be asked to take the child to the doctor / nurse to re-evaluate the need for these medicines.
All medicines must be named.
Staff must ensure that medicines are taken as directed on the packet e.g. not chewed or crushed unless instructions state to do so.

Record Keeping
Clear records are maintained for administering medicines. Please see Form B, C and D.

The amount administered and the quantity left (in the case of tablets) should tally. Under the Data Protection Act, each child must have individual records. You must retain these records until the child reaches the age of 22.

Dosage
You must comply with the prescription. Read the label carefully and ask for support if needed. The label must show the pharmacist's telephone number and logo. ***Any medication that is incorrectly labelled cannot be accepted.*** It is illegal to give one person's drugs to another, no matter what the circumstances or urgency. Staff should not dispose of medicines. Return them to the parent, who is responsible for returning them to the pharmacy. If parents do not collect medicines, return them to a pharmacy and inform parents. Never flush medicines down the sink or toilet.

Guidelines for Self-Administered treatments i.e inhalers & topical treatments.
It may be agreed that children can self-administer medications. This will be agreed with parents and done under the supervision of a member of staff. Medication must still be signed in and out and administered, as per the guidance in the *Supporting Children with Medical Needs* policy. At no time should the child have medicine in their school bag.

Selsted CE Primary School will keep an emergency inhaler and an emergency AAI on site, to be used only in an emergency situation. This is only to be used on pupils where both medical authorisation and written parental consent have been provided. This includes children at risk of anaphylaxis who have not been prescribed AAI but have specific consent from both a healthcare professional and a parent/guardian.

Working Off Site
If children are off site under the care of a teacher, it is the responsibility of the teacher to ensure medicines are taken and administered correctly. In the case of controlled medicines, the whole packet must be taken and this must be signed in and out with a designated member of staff acting as a witness.

Ethical Issues
Staff have a common duty of law to make sure pupils are healthy and safe. This might extend to administering or supervising medicines. If staff training is required, the leadership team will provide this.

Risk Assessment and Management Procedures
The administering of medicines must be considered routine and part of the everyday needs of all children. All staff are responsible and have a duty of care if given direct instructions. Consent forms should accompany medicines at all times.

In an emergency, staff should dial 999 and ask for an ambulance.

Confidentiality
Any details of a pupil's medication should be shared with relevant staff on a need-to-know basis.

Medicine Procedures

1. Parents request school (via office) to administer medicine using *Form B.*
2. Form is copied and placed in with the medicine by office staff. Office staff will check to ensure that the medicine meets the requirements of this policy. This may be stored in a named yellow bag, or if agreed, a personalised bag. Alternatively, it may be stored in the school office. The main office stores the original form in a central file.
3. Yellow bags contain medicines and forms, for example, medication listed on asthma plans, allergy plans and medication for eczema. Controlled drugs and other medicines, including those needing refrigeration, will be stored in the main school office.
4. Staff administer medicines at prescribed intervals and record. Expiry dates are also checked. If the child is able to administer the medicine themselves (e.g. an inhaler), this happens under supervision from an adult and is logged on the child's individual chart.
5. If a child is given medication that is only required 'as and when needed', the teacher/TA is to make sure that the parent is informed of the time this was taken. This can be through a phone call via the office or through a conversation at the end of the school day.
6. Medication must go home at the end of the academic year.
7. All medication is reviewed at the beginning of the academic year by office staff when it is brought into school or when it has expired.

Form B

PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICINE

Selsted CE Primary School will not give your child medicine unless you complete and sign this form, in line with our Managing Medicines Policy.

Child's Details		
Name		**Address:**
Class		
Date of Birth		
Condition/Illness:		
Date for review to be initiated by:		

Details of Medication			
Name/Type of medication ***(as described on the container)***			
Date dispensed		**Expiry Date**	
How long will medication be required?			

Directions of Use					
Dosage		**Method**		**Time(s) to be administered**	
Special precautions/other instructions					
Side effects					

Self-Administration?	**YES**	**NO**
Has the child taken this medication before?	**YES**	**NO**
Procedures to take in an emergency		

Contact Details	
Name	
Daytime contact number	
Relationship to child	
Address	

Home/School Agreement for Administration of Medication in School

- **I/We understand that I/we must deliver the medicine personally to the school office in the original container as dispensed.**
- **I/We will ensure that the school is informed immediately of any change to required medication.**
- **The above information is to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with Willesborough Schools Managing Medicines Policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.**

Name of parent/carer			
Signature		**Date**	
Relationship to child			

Form C

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD	
Name	
Class	
Date medication provided by parent	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature: _____

Staff members printed name: _____

Signature of parent: _____

Parents printed name: _____

Date	Time given	Dose given	Name of member of staff	Staff Signature

Form D

Child's Name: _____

Date	Time	Name of medication	Dosage given	Reason for administering	Any reactions?	Print Name	Signature

Form E

STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINES AND/OR MEDICAL PROCEDURES	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

Manager's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

This policy has been written taking into account our duty and responsibility to establish equality for all students, staff, other members of the school community and service users regardless of their ethnicity, gender, disability, sexual orientation, age, or beliefs as defined within existing equalities legislation.