

SAINT BEDE'S CATHOLIC HIGH SCHOOL  
LYTHAM



# Administration of Medication Policy

## Mission Statement

***“We aim to reflect the true Christian values proclaimed in the Gospel and seek to provide a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually, and so participate fully in the real world”***

## The Policy

1. The Governors and staff of Saint Bede’s Catholic High School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so. However, this should only take place when it would be detrimental to a child’s health or school attendance not to do so.  
(NB: Non prescription medicines will not be accepted in school in accordance with LCC policy).
2. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent on Form 3 (LCC 2009). It is parents’ responsibility to ensure that sufficient quantity is in school.
3. Only reasonable quantities of prescribed medication should be supplied to the school.
4. Parents are encouraged to seek prescriptions from GPs that can be taken 2/3 times daily and, therefore, avoid the need to bring prescription medicines to school.
5. Each item of prescribed medication must be delivered in its original container with its original dispensing instructions and handed directly to reception staff, with the exception of prescribed inhalers and occasional medication for a pupil with a Health Care Plan. Pupils with Health Care Plans may carry prescribed medication to self-administer. Furthermore, insulin, which must still be in date, will generally be available inside an insulin pen or pump rather than its original container.
6.
  - a) Where the pupil travels to school on transport with an escort, parents/ carers should ensure the escort is informed of any prescription medication sent with the pupil.
  - b) Prescribed medication required during a school trip should only be carried by the pupil if this is normal practice (see 5 above). Otherwise the nominated (volunteer) member of staff or parent should be present, either of whom can carry or administer the medication. Parents must complete appropriate forms.
  - c) It is essential to inform all staff members involved with sporting or extra-curricular activities of the need for prescribed medication and what to do in an emergency.
7. Each item of prescribed medication must be clearly labelled with the following information:
  - Pupil’s name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Storage requirements (if important)
  - Expiry date
8. Unless otherwise indicated, all prescribed medication to be administered in school or residential visits will be kept in the locked medicine cabinet in the SEN office (the keypad code for this cupboard is also kept with the site keys in the main school office). Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. However, medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away

9. It is the responsibility of parents/carers to notify the school in writing if there is a change in prescribed medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.
10. Members of staff volunteering to administer prescribed medicines must follow LCC guidelines and complete appropriate forms/records.
11. An additional document exists in-house with a complete set of recommended LCC forms for use in these matters (see 'Administration of Medication Policy – Appendices).

### **Non-Prescription Medication**

We strongly discourage parents from sending pupils to school with non-prescription medication. However, mindful of the need to promote regular attendance, we do have a system in place that will allow us to dispense a single dose of paracetamol to pupils, with parental permission. This has been discussed with the School Nurse and we have agreed the following procedure:

- There is a single point of administering medication of this type (reception)
- Contact parents/carers and gain permission to dispense the medication
- Witness the medication being taken
- Ask the pupils to sign to say they have taken the medication
- Maintain records in a central point (reception)

Lancashire County Council as an organisation has a policy not to accept non-prescription medication; this policy is commended to its maintained schools. However, it is the school's responsibility to agree a policy and to ensure that proper procedures and clear written records are in place ("Overview and summary for governing bodies relating to medicine safety and other related health topics", Lancashire County Council).

Some parents have signed Form 3 for paracetamol and ibuprofen (non-prescription) and left a stock of medicines with school. In these cases permission is always sought prior to administering medications. This appendix seeks to clarify this confusion of prescription and non-prescription medicine and establish a clear procedure that enables us to provide an appropriate level of support for the young people in our care.

### **Monitoring/Reviewing/Implementation of this Policy**

This policy is the responsibility of the Deputy Headteacher to review and amend as additional information is made available. The Deputy Headteacher is then responsible to share any such amendments with Governors before the policy is reissued.

C Walker, Deputy Headteacher  
March 2023