

Storing Medicines

- Medicines will be stored in accordance with the instructions issued by the pharmacist.
- Medicines sent into school must be in the original supplied container, clearly labelled by the pharmacist with the child's name, the name and dosage of the medicine and the frequency of administration.
- Where possible, asthma inhalers should remain the property of the child. It is essential that children know how to take their inhalers and are able to access them quickly in an emergency.



A copy of the full Administering Medicines Policy can be found on the school website.

If you have any questions relating to the content of this leaflet or medication for your child, please do not hesitate to contact Mrs Holding on **0161 773 3794**

ST MARY'S CE PRIMARY SCHOOL

Does your child need to take medication in school?



**INFORMATION FOR PARENTS /
CARERS ON THE
ADMINISTRATION OF MEDICINES**

SEPTEMBER 2023

Please retain for your information. A copy of this leaflet can also be found in the school entrance area and on the school website www.schoolswire.org

Your child has a right to an education and the right to achieve their potential. It is important that your child regularly attends school in order to get the best out of their education. However, if a child is unwell, parents/carers have to make the right decision about whether or not they are fit to come to school.

This leaflet will guide you through the decisions, responsibilities and procedures for you as a parent / carer.

Parents responsibility

- Parents are encouraged to make the decision to keep a child who is unwell at home.
- Parents must inform the school office (0161 773 3794) of their child's absence by 9.15am on each day of absence.
- If a child is absent with sickness and/or diarrhoea, parents will be asked to enforce the '48 hour rule' – keeping children at home until symptom free for 48 hours.
- If requested parents must provide a medical note or appointment card to support their child's absence.
- When necessary, parents may request that **prescription medicines** are administered during the school day. Antibiotics prescribed 3 times a day **must be administered at home**. If they are prescribed 4 times a day, **our medication team may administer the lunchtime dosage**. Our medication team are Mrs Holding (Headteacher), Mrs Beck or Miss Walker.
- Parents should inform the school office if their child is taking any medication, even when it is not being administered in school.
- Parents must provide the Headteacher or Medication Team with sufficient information about their child's medical needs. Without this information school will not administer the medication.
- Parents / carers must complete the **Individual Medication Record** in order for medicines to be administered in school. This will provide written consent for school to administer the medication according to the prescription instructions. Email communication will not be accepted as a form of written consent.
- Parents must work in partnership with school to create an Individual Healthcare Plan (IHCP) to ensure that their child's medical needs are met by school. This will include a photograph of your child and all the important information required to provide the care for your child's needs.
- Parents / carers must bring the medication to the school office for hand over to the Medication Team. Children must not bring their own medication into school.

- Parents / carers must collect the medication from the school office. Children will not be given their medication to take home.
- Parents must recognise the importance of sharing information about their child's health with school. Please ensure that this information is up to date and school are promptly informed of any changes.
- Parents must ensure that asthma inhalers, spacers and epipens are in school at all times and not past their expiry date.



School responsibility

- At St Mary's Primary School the responsibility for administering prescribed medicines lies with Mrs Holding (Headteacher), Mrs Beck and Miss Walker. Please note that this is a voluntary role on the part of the school.
- The Headteacher will ensure that all parents are aware of the school policy on administering medicines.
- Any requests to administer medication will be considered on an individual basis. This includes any non-prescribed medication. The final decision whether or not to administer lies with the Headteacher.
- School **will not** administer any medication that is not in its original packaging and pharmacy label.
- The Headteacher will provide an 'Individual Medication Record' form to be completed by the parent / carer before any medicine is administered. **Without a completed form, the Headteacher will refuse to have any medication administered.**
- The Headteacher will take the lead in the creation of an Individual Healthcare Plan (IHCP) for children with additional medical needs.
- School will ensure that accurate records are kept when medication is administered.
- The Headteacher will ensure that staff who administer any medication have received the appropriate training.
- The Headteacher will share any necessary medical information with other school staff or professionals to ensure pupil safety at all times.
- All staff at St Mary's Primary School will extend a duty of care to all children. They will endeavour to ensure that your child is healthy and safe at all times.