



St Anthony's Catholic Primary School

An Academy within The Catholic Academy Trust in South Hampshire

*'Children in our heart, Christ at the centre'
'We love, we learn and we live'*



Name of Policy	Administration of Medicines and First Aid Policy
Reference Number	
Date of e-signoff	September 2026
Headteacher	Katrina Straker
Chair of Standards & Admissions sub-committee	Anne Taylor
Date for review	September 2027

Administration of Medicines and First Aid Policy



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The St Anthony's mission statement is 'Children in our heart, Christ at the centre. We love, we learn and we live.' To live out this mission, we are guided and led by our Catholic ethos that places the Catholic Social Teaching principles of Human Dignity and the Common Good at the heart of our school. We recognise that each of us is unique and loved by God and we are called to lead by example, as Christ did, to show respect and love to every person because each of us is made in the image of God.

STATEMENT OF INTENT

St Anthony's Catholic Primary School will undertake to ensure compliance with the relevant legislation and guidance with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at St Anthony's Catholic Primary School is held by Katrina Straker, Headteacher, who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicines requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed & non-prescribed medicines
 - maintenance drugs
 - emergency medicines
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Legislation and Guidance

This policy complies with the following:

- Children and Families Act 2014
- Supporting Pupils at School with Medical Conditions (DfE)
- Health and Safety at Work etc. Act 1974
- Equality Act 2010

- The Human Medicines (Amendment) Regulations 2017
- The Human Medicines (Amendment) Regulations 2024 (Benedict's Law)
- RIDDOR 2013

Administration

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

The Headteacher, Katrina Straker, is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Process for the Administration of Medicines in School – short term medical needs

When deciding upon the administration of medicines needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

The school will only accept:

- Medicines prescribed by a medical practitioner
- Medicines that need to be administered in excess of 3 times per day or at a time linked to lunch
- Medicines that are in date
- Medicines in their original container/ packaging, as dispensed by a pharmacist
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.
-

The school will not accept or administer:

- Medicines that are to be administered 3 times per day unless a dose is linked to lunch
- Non-prescription drugs

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by member of school staff. A Medication Administration Record (MAR) is required for each child, this details the following:

- name of the child,
- date of receipt of the medication
- name, strength and dosage, quantity of medication received
- signature of the staff member receiving the medication from the parent.

The medicine must be kept in a secure cupboard or securely in the fridge if required and only accessed by named adults, or with the permission of the Headteacher. The MAR information will be stored and managed by school office staff and updated as doses are administered.

For any chronic or long-term conditions and disabilities, an Individual Health Care Plan (IHCP) will be developed in liaison with the pupil, parents/carers, the Headteacher, SENDCo and medical professionals.

If a child has a medical condition which requires regular pain relief or other medication to be kept in school, this must be prescribed by a doctor and supported by an IHCP.

If a child refuses to take medication, the parents will be informed at the earliest available opportunity.

The first aid team from the school office will advise the staff responsible for children who have medication in school. The first aid team will set electronic reminders to administer medication to children as per the MAR.

Prescribed medicines

- It is our policy to manage prescribed medicines (e.g. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

- It is our general policy **not to take** responsibility for the administration of non-prescribed medicines, (e.g. Calpol, antihistamines or cough mixtures provided by the parents) as this responsibility rests with the parents. However, following agreement with the Headteacher or Deputy Headteacher, we may be able to administer non-prescribed medicines under certain miscellaneous or exceptional circumstances (e.g. following advice from hospital).
- St Anthony's will keep a small supply of mild pain relief products and anti-histamine (Piriton) for use by the first aid team in the school office. All administration guidelines with the product will be followed and no dose will be given until one of the child's parents/carers has explicitly given agreement. This information will be documented and held in the first aid area.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned.

Emergency medicines

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Injections of glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

- In the event of a child or member of staff displaying the symptoms of anaphylaxis, medical advice will be sought by calling 999. If the child or member of staff has a known allergy and carries their own adrenaline auto-injector, this will be administered under the instructions of the emergency services. If the child or member of staff does not have a known allergy and is displaying symptoms of anaphylaxis, the school's adrenaline auto-injector may be given under the instructions of the emergency services. This is in line with Benedict's Law.
- Staff will ensure that records are kept of any medication given.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity, if necessary.

Defibrillators

As recommended in the DfE documentation "Automated external defibrillators (AEDs) – A guide for schools" St Anthony's has two AEDs which are located in the Staff Room and the School Office. Stickers and signs have been put up to notify anyone in the building of the presence of the AEDs. Should someone show symptoms that could indicate a cardiac arrest we will call 999 and attach them to the nearest AED, which will automatically scan them and will only administer a shock if the patient's heart is in a shockable rhythm. The application of CPR can maximise the opportunities for defibrillation to be administered effectively. The AED will continue to analyse the patient's heart rhythm after each shock and will provide ongoing instructions about continuing CPR.

First aid

In the case of a pupil/staff accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; or if the child can walk, takes him/her to the school office and calls for a first aider. At lunchtimes, minor injuries such as cuts and grazes are treated on the playground by MDSAs who are all first aiders.
- The first aider administers first aid and records details in our treatment log. A first aid note is provided for the child to put into a bookbag for parents/carers to see at the end of the day.
- If the child has had a bump on the head, they must be given a "bump on the head" sticker.
- Full details of a more serious accident are recorded in our accident book.
- If the child has to be taken to hospital or the injury is 'work' related then the accident is reported to the Governing Body.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), then as the employer the Governing Body will arrange for this to be done.
- If a child has an accident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling 999 for the child to receive treatment. When an ambulance has been arranged, a staff member will stay with the pupil until the parent arrives, or accompany a child taken to hospital by ambulance if required. Parents will then be informed and arrangements made regarding where they should meet their

child. It is vital, therefore, that parents provide the school with up-to-date contact names and telephone numbers. The school will ask parents for updates on changes to medical history, allergies, medication and emergency contact details at set times of the year.

School insurance arrangements

The Risk Protection Arrangement (RPA) and Zurich Insurance details are available via the school office.

Process for the Administration of Medicines during residential visits – all medical needs.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Prescription and non-prescription medication may be administered by staff on residential trips.

Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements.

Medical Accommodation

The medical area next to the school office will be used for medicines administration and treatment purposes. The room will be made available when required.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

Staff training will be logged by the school office to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Storage

The storage of medicines is the overall responsibility of Mrs K Straker, who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with **product instructions**, which must be provided with the medicine, and **in the original container** in which the medicine was dispensed.

Asthma inhalers will be kept in medical needs boxes in classrooms for children to access, with supervision.

It is the responsibility of all staff to ensure that the received **medicine container is clearly labelled** with:

- **the name of the child**
- **the name and dose of the medicine**
- **the frequency of administration.**

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Any member of staff taking receipt of medicine must ensure that the Medicines Administration Record is completed, signed by the parent and signed by the staff member to ensure all parts of this policy are complied with.

During the last week of each term a medication audit will be carried out by the first aid team in the school office to ensure medicines are in date.

Disposal

It is not the responsibility of St Anthony's Catholic Primary School to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

Records will be kept of when and to whom medicines have been returned.

Where 'Sharps boxes' are used, they will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Appendix I

Medical Administration Record

Administration of prescribed medicines consent form and record of medicine given in school

Medical Administration Record

Name of Child	
Class	
Name of medicine	
Dose and frequency	
Date due to finish:	

Parent signature _____

Date _____

Staff checklist (to be completed by the member of staff receiving the medicine)

Medicine is prescribed for named child and required to be given during school hours (if not prescribed for the named child the Headteacher or Deputy Headteacher has authorised the non-prescribed medicine)	Y / N (HT or DHT has authorised this medication)
Medicine is in original bottle (with box and information leaflet, if applicable)	Y / N
Expiry date of medicine is after the finish date detailed above and is:	Date:
Medicine is clearly labelled with child's name	Y / N

Staff signature _____

Date _____

Date	Time	Dose	Staff sign	Witnessed by

Appendix II

Administration of asthma inhalers in the classroom

Child's Name: Year:

Medication:

Date	Time	Number of puffs	Outcome	Teacher's signature

If the child requires their inhaler more than twice a week (unless taken before P.E.) the school may need to discuss this matter with the parents.

Appendix III

Emergency salbutamol inhaler use

EMERGENCY SALBUTAMOL INHALER USE

Child's name:

Class: Date:

Dear

This letter is to formally notify you that has had problems with his/her breathing today. This happened when

.....

*A member of staff helped them to use the asthma inhaler.

*They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

*Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

*(*delete as appropriate)*

Yours sincerely

Mrs Katrina Straker
Headteacher

Appendix IV

Note to parent /carer regarding paracetamol administered to children in school

Date: _____

Dear Parent

Name: _____

Your child has received paracetamol today at: _____ (time) dosage: _____

As discussed on the telephone with you this was for:

Yours sincerely

Mrs Katrina Straker
Headteacher

Appendix V

Note to parent /carer regarding antihistamine administered to children in school

Date: _____

Dear Parent

Name: _____

Your child has received antihistamine today at: _____ (time) dosage: _____

As discussed on the telephone with you this was for:

Yours sincerely

Mrs Katrina Straker
Headteacher

Appendix VI

Note to parent /carer regarding first aid/medication administered to children in school

St Anthony's Catholic Primary School – First Aid

Pupil Name: _____ Year: _____ Date: _____

This is to let you know that your child received First Aid today for.

Injury: Bumped head (See information overleaf)

Nosebleed

Cut or graze to arm / leg

Bruised or bumped arm / leg

Feeling sick

Other _____

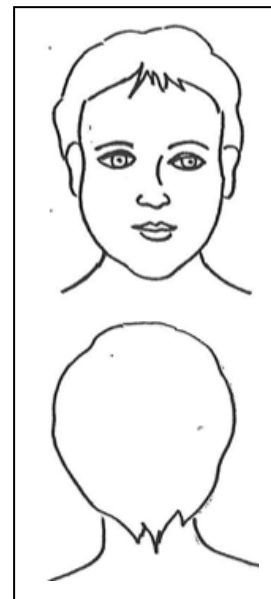
Treatment: Cold compress applied

Plaster applied

Pressure applied

Wound cleaned

Water and / Rest given



Head Injury – further information

A First Aider assessed your child. Although no problems were seen at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Unusual drowsiness
- Change in behaviour / confusion
- Severe headache
- Nausea or repeated vomiting
- Blurred vision
- Bleeding or fluid from ears or nose
- Clumsy walking, staggering, dizziness
- Sudden unconsciousness/unresponsiveness/slurred speech

**CONTACT YOUR FAMILY DOCTOR OR THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT
IF YOU NOTICE ANY OF THE ABOVE SYMPTOMS**

Appendix VII

Medical record log – used for recording administration of first aid in school

Time	Date	Child's Name	Year	Injury	Treatment	Letter to Parent	Parent Informed	Staff Initials