

DAWPOOL

# Dawpool Church of England Primary School

## Managing Medication in Schools Policy



*'The Fruit of the Spirit is Love, Joy, Peace, Patience,  
Kindness, Generosity, Faithfulness, Gentleness  
and Self-Control'*

*(Galatians 5: 22-23).*

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## RATIONALE

Many pupils will need to take medication, or be given it at school at some time in their school life. For most this will be for a short period to allow them to finish a course of antibiotics. In some cases, there may be a long-term need for pupils to take medication. To allow pupils to take medication at school minimises the disruption which could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

## AIM

A clear policy that is understood and accepted by all staff, parents and pupils providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for these pupils their attendance is as regular as possible.

## The policy is to include:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from Parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping and Asthma Register
- Safe storage of medicines
- The school's emergency procedures
- Working with parents

## Working with Parents

School will work in partnership with parents, pupils and fellow professionals to ensure that pupils who require medication during school time are able to receive it in a safe and secure environment which allows them to continue to make progress at school and further their education. School will work with parents to ensure that all relevant information regarding a medical condition which may affect a pupil at school is passed on to all concerned. Information will only be requested from parents when it is necessary to ensure the health and safety of the individual pupil and/or their peers at school. The confidentiality of a pupil's medical records will be respected. All parents will be informed of school policy and procedures for addressing the medical needs of pupils. Where appropriate a Health Care Plan will be drawn up and the School Nurse will be involved.



Parents should provide the school's SENCo with adequate information about their child's medical condition, treatment, or any special care needed at school. They should, in partnership with the SENCo reach an agreement on the school's role in helping to address their child's medical needs. The cultural and religious views of families should always be respected.

Parents will be asked for the following information about medication:

- name of medicine
- dose
- method of administration, time and frequency
- other treatment which may involve school staff or affect the child's performance during the school day
- side effects which may have a bearing on the child's behaviour or performance at school

Parents should advise the school of any changes in the medication administered to their child at the earliest opportunity.

### Administering Medicines

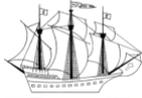
No pupil under 16 should be given medicines without written parent consent. A 'Request to administer medication' form must be completed by the parent giving permission for medicine to be administered by staff (see school website [here](#)). Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will not be teaching members of staff but support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt, medicines will only be administered after checking information with parents.



A record must be kept in a written form each time medicines are given.

If a pupil refuses to take the medication the school will record this and inform the child's parents. If the medication is essential to the child's continued wellbeing, the school will seek advice from the parent and/or school nurse.

### **Prescribed Medicines**

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber. Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

Controlled drugs should never be administered unless cleared by the Headteacher. Reference should be made to the DfE document [Supporting pupils with medical conditions in school](#). All controlled drugs are kept in the safe in the main school office. Controlled drugs will be accessible in an emergency and a record of any doses used and the amount held will be kept.

### **Non-Prescription Medicines**

Non-prescription medicines are not routinely administered by the school. Parents may wish to attend school to administer non-prescription medication during the school day, providing the pupil is well enough to attend school. This should be discussed and arranged with the school office in advance. Please see [NHS - Is my child too ill for school](#).

### **Storing Medicines**

Medicines should be stored away from pupils, be in their original containers and refrigerated where necessary. This will be the responsibility of the school office staff.

Asthma inhalers are kept in the classroom to be administered in accordance with the pupil's Asthma Health Care plan.

Adrenaline pens are securely stored in a designated unlocked cupboard in the Business Manager's office. The boxes containing these pens are clearly labelled for proper identification.



Out of date medicines or medicines which are no longer required are to be returned to parents for disposal.

Sharps boxes used for the safe collection of used needles should be provided by the pupil's GP or Paediatrician. Parents should ensure that school have these items available. School should dispose of the boxes using an approved environmental service.

### **Record Keeping**

Parents should complete the 'Request to Administer Medication' form. School will check that the medicine is in its original container and that the dispenser's instructions are clear. A written record of medicines administered will be kept. Parents will be informed if their pupil has been unwell at school. Individual Health Care Plans are shared with key staff and kept updated by the SENCo.

### **Long Term Medical Needs**

The school will be fully informed of a pupil's needs before admittance. It is essential to have sufficient information for the pupil's medical needs to be adequately supported.

### **Educational Visits**

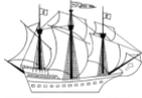
All medicines required by pupils on educational or residential visits will be part of the overall risk assessment for the visit. Medicines not self-managed by pupils will be in the safe care of a nominated member of the teaching staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health care plan for the visit. If any member of staff is concerned, they should seek advice from the Headteacher.

### **Sporting Activities**

Asthma inhalers not self-managed should be taken to the playground or sporting event in a box or container and be supervised by a member of staff.

### **Staff Training**

Designated staff will complete regular training on the safe administration of medicines. The school nursing service will support with guidance on asthma and anaphylaxis in school and advise on individual health conditions including specific medication.



### **The Headteacher**

The Head Teacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise, the Headteacher will inform the parents of the policy and its implications for them. In all complex cases the Headteacher will liaise with the parents and where parent expectation is deemed unreasonable then the headteacher will seek the advice of the Trust, school nursing service or some such medical advisor.

### **Teachers and Other Staff**

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.

### **Emergency Procedures**

In an emergency, pupils should have prompt access to their medicine through a recognised procedure.

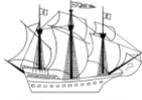
It is the duty of the Headteacher to ensure that all staff are familiar with the emergency procedure. This includes how to call the emergency services. All staff should know who is responsible for carrying out emergency procedures in the event of a particular need and first aid system.

A child who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the parent arrives at the hospital. The child's medication, health care plan and/or record of administration should be taken to the hospital with the child.

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### **Links to other policies**

- Supporting Pupils with Medical Conditions Policy.
- Health Needs Preventing School Attendance Policy.
- SEND Policy & Accessibility plan
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

### **Monitoring**

This policy is reviewed annually or sooner if required.

Date of last review January 2025.



### Appendix 1: Being notified a child has a medical condition

