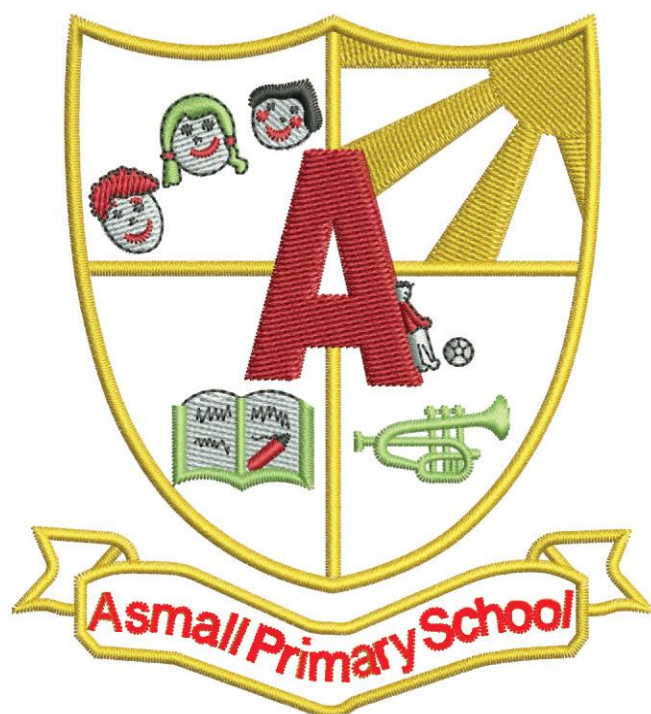


Asmall Primary School



MEDICINES POLICY

October 2025

ASMALL PRIMARY SCHOOL

MEDICINES POLICY

The aim of this policy is to provide guidance to teachers, Governors and parents in respect of the administration of medicines in Asmall Primary School.

As a general rule, if a child is unwell and requires medicine then they should not be in school. If a child is on a course of antibiotics that requires 3 doses, these can be administered before and after the school day. Or if parents so wish, they may come into school themselves at lunchtime to administer the medicine.

First Aid trained School Staff will administer medication if 4 doses a day are to be given. In this instance a Health Care plan MUST be completed with all details, and the medication must be provided in packaging with a prescribed medication label for the child. Staff do have a duty to take reasonable care of the health and safety of pupils and of themselves.

Another exception would be any Year 5 /6 pupils who may require Paracetamol during the school day. Advice from the School Nurse states that “if parent and teacher think or agreed that the child is competent and can self-administrate then school can observe the taking of the medication”. The school MUST contact the parent before any medication is taken. The child & teacher should then sign and date the relevant forms.

Any medication brought into school will be stored in the designated first aid box located in the staff room.

LONG TERM ILLNESS

If a pupil suffers from a long term illness such as asthma, they should be encouraged to take responsibility for their own medication from an early age.

Parents should obtain an inhaler from their GP which should be clearly labelled with the child's name and be available in school at all times. Inhalers will be stored by the teacher in the classroom and will be accessible on demand for the pupil to self-administer. Inhalers must be carried by the pupil when off site visits take place. Inhalers must be clearly labelled with the pupil's name. Parents must complete a request form before the medication can be accepted in school. It is the responsibility of parents to notify school of any changes to medication.

LIFE THREATENING CONDITIONS

There may be occasions when a pupil requires the administration of emergency medication such as an EpiPen to counteract Anaphylaxis. In such cases medication can be stored in school and administered by staff, who volunteer to do so after receiving specific training.

In such cases the medication must be provided by the parent and an authorisation form must be signed.

Medicines must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions;

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration

- Any side effects
- Expiry date.

These emergency medications will be stored in a plastic box, containing the above details and labelled with the pupil's name. The box will be stored in the Staff Room First Aid Cupboard. If the pupil requires emergency hospital treatment the box will be sent with them.

Any pupils requiring such medication will have a Personal Health Care Plan completed by the parent, school nurse and SENCo.

PRESCRIBED MEDICATION

In some cases pupils may require daily medication of controlled drugs such as Ritalin to control long term conditions.

The administration of these drugs is strictly supervised.

It is the responsibility of the parents to complete a Health Care Plan drawn up in conjunction with the school.

This Plan Will Detail

- When the drug is to be brought into school.
- Where it is securely stored in a locked cupboard and who has access.
- Who will collect it, oversee administration and maintain records.

Records Must Include

- Full details of the pupil.
- Full details of the medication.
- Full directions for use.
- Contact details, parent and GP.
- Special precautions or side effects.
- Emergency procedures.
- A daily record must be completed for all medicines administered including;
 - Date
 - Pupil's name
 - Time
 - Medication
 - Dose
 - Reactions
 - Signature of staff overseeing self-administration.

SUPPORTING PUPIL'S WITH LONG TERM MEDICAL NEEDS IN SCHOOL

Pupils with medical needs will have an Individual Health Care Plan. This will be devised by parents, the school nurse and school staff and detailed on a health protocol. All school staff will be made aware of the Health Care Plan and undertake training provided by colleagues from the Health Services. If a pupil has a dedicated Support Assistant to cater for medical needs then on-going training will be accessed. In no instance will staff participate in the application of invasive medication.

See Appendix 1 Supporting pupils at school with medical conditions.