

POLICY DOCUMENT

MEDICINES POLICY



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THIS IS APPLICABLE TO ALL PUPILS, INCLUDING THOSE IN THE EYFS.

1. Introduction

The purpose of this policy is to ensure that any medicines administered within schools are done so in a safe and monitored environment.

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Such medication may be required during the school day and must therefore be managed by the School on behalf of the parents. In order to protect others, the School does require that children are not sent to school when they are still clearly unwell or infectious.

Some children, however, have ongoing medical needs and may require access to medicines during the school day on a long-term basis to keep them well.

2. Parental responsibility

Parents and carers have the prime responsibility for their child's health and must provide the School with accurate information about their child's medical condition. This must be done upon admission to the School or when their child first develops a medical need. Where a child has a long term medical need then it may be necessary to draft a health care plan in cooperation with the parents and carers and health professionals.

The School has the responsibility to ensure that medical data supplied by parents is recorded accurately, and in a way that is both accessible to those staff with a need to know and protects the confidentiality of the individual as far as possible. This information is stored on SchoolBase in the pupil's record.

3. Prescribed drugs

Medicines should only be brought to school where it would be detrimental to a child's health if the medicine were not administered during the school day. Prescription medicines must not be administered unless they have been prescribed for the child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor). Medicines should always be provided in the original container and should include the prescriber's instructions for administration and a *medication form* (see appendix 1) needs to be completed for consent; this will also be used as a dispensing record.

Medicines are stored in the Sick Bay in a locked cupboard or in the designated medicines fridge, if required. A record will be made of when the medicine was dispensed and this record will be kept with the medicine for reference.

Epi-pens should be carried on the person, for seniors, and in the form room for juniors. These should be taken to the fields for sports and taken on trips.

Parents or carers should make arrangements to collect the medicine from the School Office at the end of the day, if necessary. Medicines will not be handed to a child to bring home unless agreed as in 'Self Management' below.

4. Non prescribed drugs

For junior pupils the School will only administer non-prescribed drugs if a medication form (Appendix 1) has been completed.

For senior pupils the School will administer non-prescribed drugs if a medication form (Appendix 1) has been completed or parental permission has been sought. Parental consent is recorded on SchoolBase along with the medicine and dose given.

The School does keep supplies of basic pain relief (e.g. paracetamol) to issue to pupils subject to the necessary consent.

5. Administration of medication to Early Years children (additional to guidelines above from ISSRs)

The School will promote the good health, including the oral health, of children attending the setting. The School has a procedure, which is shared with parents and carers in the information pack received during the admissions process, for responding to children who are ill or infectious, which lists the necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

Parents and carers required to provide information regarding any need for medicines as part of the admissions process. On an annual basis, parents and carers are asked to check that the details provided remain correct. Should there be any changes throughout the school year, parents will inform the school as appropriate.

Training is provided for staff where the administration of medicine requires medical or technical knowledge.

If it is possible to administer all doses of the medicine at home, this approach should be taken.

All medicines brought into school must be in the packaging in which it was dispensed, with instructions for dosage, a dosage spoon and the child's name clearly printed on the label.

All medicines will be kept boxed and named in a cupboard (or fridge if appropriate) well out of reach of the children. All relevant staff will be informed of the treatment required.

6. Refusal of medicine

If a child refuses to take medicine, the School will not force them to do so, but will note this in the records and contact the named contact on the medication form, or in an emergency call 999.

7. Self-management

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent(s). Parents and carers will be required to complete the Medication Form (Appendix 1) and select self management.

8. Possession of unauthorised medicines

Pupils not under a self-management program in respect of medication will not be allowed to carry medicines in school. If pupils are found in possession of any medication the school will take control of the medicine and immediately contact the parent or carer.

9. Arrangements for educational visits

Where medication may need to be administered on educational visits, we will make reasonable adjustments to enable children with medical needs to participate fully and safely wherever possible. Any risk assessments undertaken will allow for such children.

Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures. A cool bag is provided for any medications that need to be refrigerated whilst off site.

A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency. If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views.

10. Sporting activities

Most children with medical conditions can participate in physical activities and extracurricular sport. However, there should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.

The School is aware of issues of privacy and dignity for children with particular needs. Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

11. Known medical conditions

A list of all children with any known medical condition is on the SchoolBase database; the list is also available for downloading as a SchoolBase report, which will be circulated to all staff at the start of the year. This must be treated as confidential.

The school office staff will manage the database. It will be updated at the earliest opportunity when new information is received from parents and any specific or urgent issues will be briefed to staff.

It will be the responsibility of all staff to make themselves aware of any specific medical needs which may affect a child in their class/under their care (e.g. in wraparound care). Where necessary it may be appropriate to carry out an individual risk assessment for that child if their medical condition may place them (or any other person) at significant risk in class.

Any staff required to administer prescribed medicines will receive training as necessary.

12. Disposal of Unused Medicines

Any unused medication sent to the School for use by an individual child will be returned directly to the parents by collection at the end of the course of treatment. Such medication will not be entrusted to the child, but will only be given into the hands of the parent or carer.

Sometimes unused medicines (or out of date medicines) will be left with the School by parents who may be unable or unwilling to arrange for collection. In such cases the medicines will be taken to a registered pharmacy for disposal. Unused sharps (for example insulin needles) will be disposed of in the sharps bins where these are made available for individual pupils.

13. Medical Issues and Food Allergies

When a child enters the School we require parents to complete forms detailing any ongoing and past medical conditions and allergies, however minor, so that we are aware of these at all times.

It is important that we have up to date medical information for your child at all times. If the situation changes at any time it is imperative that school is kept updated promptly.

14. Children who are ill

Children who are ill should not be brought into school. **If your child is absent due to illness, please phone the School Office and leave a message before 8.30am explaining the reason for absence.** We ask parents not to bring their child if they are suffering from any infectious diseases including (but not limited to):

- Sickness or diarrhoea
- Chickenpox
- Swine flu
- Covid-19
- Tonsillitis
- Measles
- Bad colds or flu

Before considering bringing your child back to school after an infectious illness we ask you to consult the guidelines contained in this booklet. These are guidelines provided by the Health Protection Agency as best practice for returning children safely to school after many of the most common childhood illnesses. If you have any doubts whatsoever about when your child should return, we suggest that you ring us before you leave home so that our staff can advise you.

If a child has had sickness or diarrhoea the child must not return to school until 48 hours after the last bout of illness. In this way we hope to avoid infection spreading to others.

**Regulations regarding Exclusion Periods of the Common Infectious Diseases
(updated to latest information provided in March 2017)**

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

15. Illness at School

If a child becomes ill at school we will contact the parent as soon as possible and ask that the child be taken home. If we cannot contact a parent we will contact the other emergency numbers which the parent has given permission for us to contact.

Whilst awaiting collection, a poorly child will be attended to by a member of staff. Their condition will be monitored and appropriate measures taken. Please note the school does not have specific medically qualified staff on site.

APPENDIX 1 ADMINISTRATION OF MEDICINES FORM



Name	
Form	
Medication Name	
Expiry Date of Medication	
Child's Condition	
Dose e.g. 5ml	
Times Required	
Dates Required	

☐ I authorise a designated member of staff to give the above medicine to my child.

OR

☐ I authorise my child to self administer the above medicine.

Parent signature	
Date	

Please note: ALL medicines brought into school MUST be in the box in which the medicine is issued with the expiry date clearly recognisable, and with the appropriate spoon.

APPENDIX 1 CONTINUED
ADMINISTRATION OF MEDICINES FORM

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