



## The Federation of Bishop Sutton and Stanton Drew Primary Schools



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### Policy for the Administration of Medicines

#### Rationale

Parents/carers are responsible for the administration of medicines to their children. Children who are ill and who require medication should not be sent to school. However, there are cases where doctors advise that pupils should attend school whilst needing to take medication. Such occasions are when a child is suffering from a chronic illness or because they are recovering from a short-term illness and are undergoing a course of treatment needing antibiotics.

#### Aims

To clarify the situation regarding the administration of medicines

To outline the parental role

To outline the school's role

#### Guidelines

The school aims to support as far as possible, and maintain the safety of, pupils who require medication during the school day.

However, it should be noted that:

- There is no requirement that any member of staff should administer medication.
- Only prescribed medication is permitted in school and then only when the child's doctor deems it to be essential and prescribes it.
- No medication should be administered unless written consent and instructions to do so have been obtained from the parents/carers
- If a child needs to take a course of antibiotics timings should be arranged so that medication can be administered at home. The school will only give antibiotics if the dosage is required four times a day and the criteria stated below have been followed.

- The school does not keep or give antihistamines for pupils with hay fever.

## **Short Term Administration of Prescribed Medication**

Children who are acutely ill and who require a short course of medication will normally remain at home until the course is finished. If the child's doctor agrees that they are fit enough to return to school or setting, then he/she can sometimes be asked to adjust the dose frequencies so that none is required in school hours. If child is well enough to return to school, but still requires medication then two volunteer staff may administer medication at the discretion of the Head teacher, who will consider availability of staff and the other demands on their time. It does however, remain the parent's responsibility to ensure that their child receives their medication and if it is not possible for staff to do so, parents can be asked to come to school to administer it themselves or nominate some other responsible person to do so in their place.

Parents must complete and sign an administration of medication form available from the school office 24 hours in advance of the medicine being given. The form will then be sent to the Head teacher for consideration. Once the form has been signed by the Head teacher the school will accept the medication from parents only if it is in its original container, with the original dosage instructions and include a spoon/syringe to measure the correct dose. Medicines will not be administered unless they have been prescribed for the child by a doctor, dentist, nurse or pharmacist.

## **Long Term Administration of Prescribed Medication**

Children with long term medical needs have the same rights to be admitted to and attend school as other children and to refuse to make 'reasonable adjustments' to accommodate their needs, may be deemed to discriminatory under the Equality Act 2010. We ensure that all children are able not only to access the curriculum, but also to fully participate in all aspects of school life. In exceptional circumstances, if the result of a risk assessment show that the child's medical condition represents a serious hazard to themselves or to others, they may be excluded from certain specific, higher risk school activities. In these circumstances, the school will seek advice from the school nurse, the child's doctor or paediatrician or Health and Safety Advisers.

Usually children with long-term medical needs are able to attend school regularly and with some support from the school, are able to safely take part in most of the day-to-day activities. Where the child has a serious chronic medical condition, parents complete a Health Care Plan. The purpose of such a plan is to ensure that staff have sufficient information to understand and support such a pupil and outline any emergency action which may be necessary. Health Care Plans are always drawn up in conjunction with the parents/carers. All medical information relating to individuals is confidential and therefore, the information contained within the Health Care Plan must be treated as such. The Head teacher should agree with the child's parents or guardians, as to who should have access to records and other information.

Any restrictions on a pupil's ability to participate in physical education should be included in their individual Health Care Plan. For example, some children may need to take appropriate precautionary measures before or during exercise and/or permitted to have immediate access to their medication as and when necessary. Teachers supervising sporting activities involving pupils with medical needs,

need to be made fully aware of their medical condition and what to do should any particular medical emergency arise.

Offsite visits may require the school to take additional safety measures to ensure that any necessary medication is given and to deal with any potential medical emergencies. These measures should be based on an informed risk assessment of the location and activity, carried out in conjunction with information relating to the pupil's medical needs.

If a child is diagnosed with asthma then parents/carers complete the form provided by Asthma UK copies of which are kept in the school office. The child's asthma inhaler be given in to the school office with the completed form. The inhaler and form will then be kept in the child's class, in the green first aid bag where it will be readily available to the child.

## **Administration of Prescribed Medicine**

Any member of staff administering medication should be trained to an appropriate level, this includes specific training e.g. use of Epi-pens.

The medication must be checked before administration by two members of staff confirming the medication name, pupil name, dose, time to be administered and the expiry date. A form stating the details of medication given and time must be completed and signed by both members of staff and this must be kept with the parental consent and the medicine.

Medicines are securely stored in the school office unless it is emergency medication which should accompany the child wherever he/she may be on the premises. Any medication brought into school should not be carried around by the pupil.

Parents/carers are responsible for promptly informing the school of any changes to the medication or its administration. Parents must also maintain an up to date supply of the medication to the school. Any unused or time expired medication must be handed back to the parents of the child for disposal.

Large quantities of medicines should not be stored so wherever possible parents should be asked to bring in just the required dose. All medicines must be clearly labelled with the child's name, the name of the medication, the mode of administration and dosage frequency. Where a pupil needs two or more prescribed medicines, each should be in their separate and appropriately labelled outer container, containing the original medicine packaging.

A few medicines, which need to be used regularly or in an emergency, such as that contained in asthma inhalers, must always be readily available to pupils and therefore cannot be locked away. There is also a need to refrigerate some medication. These are kept in a refrigerator containing food, and are clearly labelled in a separate, airtight container to avoid contamination from food. Access to the refrigerator holding medication is restricted to members of staff.

## **Non Prescribed Medication and Painkillers**

Staff should never give non-prescribed medicine or non-prescribed painkiller medication. Children under 16 should never be given medicines containing ibuprofen unless prescribed by a doctor. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

Whilst parents may purchase and administer painkilling drugs within their family circle, within school or other external settings, only a medical practitioner can 'prescribe' a drug. This includes painkiller such as Calpol, paracetamol, or homeopathic remedies and cough mixtures as they may also contain paracetamol. Medical guidance states that aspirin should never be given to children under 12.

## **Emergency Treatment**

Emergency medication including inhalers must follow the child at all times including visits out of school. All other medication should be kept securely. No emergency medication should be kept in school except those specified for use in an emergency for an individual child.

The school should have sufficient trained First Aiders; either Nominated First Aiders, Appointed Persons, or Paediatric First Aid, as appropriate, who are available to deal with a medical emergency. All such training is update every three years to be valid. If a pupil needs to go to hospital their parents should be notified immediately, so that they may accompany them or meet them at the hospital. If a young child's parents cannot be contacted, or cannot attend immediately access to medical treatment must not be delayed. In this case a member of staff may accompany them.

Staff should not take pupils to hospital in their own car unless instructed by Ambulance Control. Even in such circumstances, this can only be done if another adult accompanies the driver, otherwise staff must wait for the ambulance to arrive.

The parents' cultural and religious views should always be taken into account and respected when dealing with medical conditions and medical emergencies. However, parents should be informed that in an emergency, the school will exercise its duty of care by immediately calling the ambulance service as well as informing the parents. Once in the care of the paramedics, in the absence of the parents, all decisions on treatment will be defer to the medical practitioners in attendance.

### Policies linked to this policy:

First aid policy