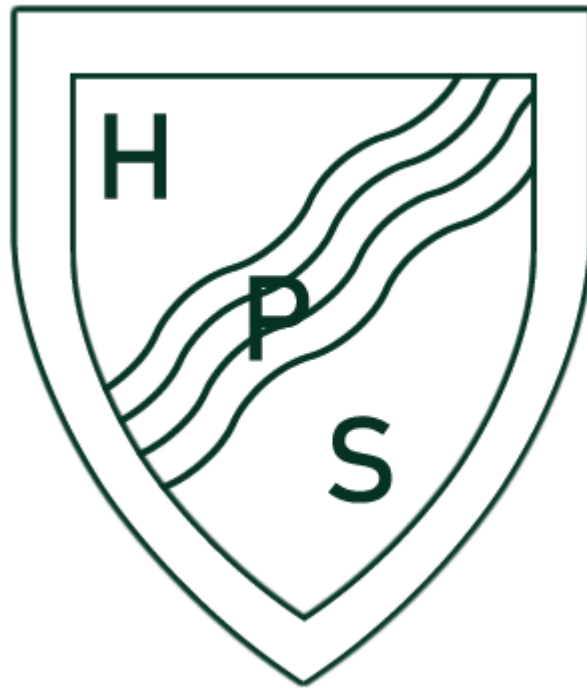


# Halling Primary School



## Medicines in School Policy

<b>Policy Reviewed By:</b> Lisa Taylor and Sorrell Bradley	
<b>Policy Review Date:</b> September 2025	
<b>Next Review:</b> September 2026	
<b>Approved By:</b> Tim Muggridge (EHT)	<b>Date:</b> July 2021

## **1. Aims**

Halling Primary School believes that regular school attendance is vital for every child. However, there will be occasions when children will become unwell and may require some time off from school to recover. Children who are clearly unwell should not be in school and the Headteacher can request that parents or carers keep the pupil at home, if necessary.

At Halling Primary School we are committed to ensuring that children with longer-term medical needs receive appropriate care to enable them to fully access education and remain healthy.

We are also committed to ensuring that parents and carers feel confident that the support we provide is effective, thus enabling their child to feel safe whilst at school.

## **2. Legal Framework**

This policy has due regard to statutory legislation and guidance including, but not limited to:

- [Children and Families Act 2014 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](http://publishing.service.gov.uk) - 2015

## **3. Key Roles and Responsibilities**

- The Governing Body has overall responsibility for the implementation of the Medicines in School Policy and procedures of Halling Primary School.
- The Governing Body has overall responsibility of ensuring that the Medicines in School Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The Governing Body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- The Governing Body is responsible for ensuring the correct level of insurance is in place for the administration of medication.
- The Governing Body is responsible for ensuring that members of staff who provide support to pupils with medical conditions are suitably trained and have access to information needed.
- The Governing Body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of pupils with medical conditions are properly supported.
- The Governing Body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Policy.

- The Headteacher is responsible for the day-to-day implementation and management of the Medicines in School Policy and relevant procedures of Halling Primary School.
- The Headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.
- The (SENCO) is the designated member of staff who is responsible for overseeing insulin injections for diabetic pupils.
- All members of staff are responsible for following the policy and for ensuring parents and carers and pupils do so also.
- All members of staff are responsible for implementing the agreed policy, fairly and consistently.
- Parents and carers are expected to keep the school informed about any changes to their child(ren)'s health.
- Parents and carers are required to complete a medication administration form (*see Appendix A*) before bringing medication into school.
- Parents and carers are required to discuss medications with their child(ren) before requesting that a staff member administers the medication.
- The Headteacher is responsible for ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities. This duty is delegated to the child's class teacher.
- In the case of staff absence, the Headteacher is responsible for organising another appropriately trained individual to take over the role of administering medication.
- It is both staff members' and pupils' responsibility to understand what action to take in general terms during a possible medical emergency, such as raising the alarm with another member of staff.

#### **4. Legal Duty**

There is no legal duty for school staff to administer medicines or to supervise a child when taking medicine. Staff administer medicine in a purely voluntary capacity. It is also important for parents and carers to understand that it is not the school's responsibility to remind children to take their medicine and that, if a child refuses to take their medicine, staff will not force them to do so.

#### **5. Children with Infectious Diseases**

Children with infectious diseases will not be allowed in school until deemed safe by their GP and/or the School Nurse and/or local health authorities. We request that if children are sick or are suffering from

diarrhoea, they are kept away from school for at least 48 hours following the last episode, in line with guidance from Public Health England.

## **6. Administration of Medicines**

**Under no circumstances will any medication be administered without a signed Parent or Carer Consent Form (available from the School Office – see *Appendix A*) or Care Plan.**

Dose frequencies of prescribed medicine that enable the medication to be taken outside of school hours (three times daily) will not be administered by staff as these can be taken prior to school, after school hours and at bedtime.

Medicine will only be administered in school when it is essential to do so, i.e. when it would be detrimental to the child's health if the medicine is not administered during school hours. When this is the case, the medicine will be given to the child at lunchtime and recorded (*see Appendix B*). If anything further is required, parents and carers can make arrangements, via the School Office, to come into school to administer the medicine themselves.

If school is requested to give medicine, only medicine prescribed by a medical practitioner to be taken four times daily and clearly labelled in the original packaging by a pharmacist with the details outlined below will be administered:

- ✓ Name/address/date of birth of child
- ✓ Name of medicine
- ✓ Dosage
- ✓ Time/frequency of administration
- ✓ Expiry date

For this reason, medicines that are not in their original packaging will not be accepted by staff.

## **7. Short-Term Medical Needs**

There may be occasions when a child is almost fully recovered from illness and is ready to return to school but may need to complete a course of medication (e.g. antibiotics) for a day or two. Allowing children to be given medicine in school will, in these circumstances, clearly minimise the number of days absent. In order for prescribed medicine to be given in these circumstances, parents and carers will need to complete a Parent or Carer Consent Form (available from the School Office – see *Appendix A*) and bear in mind the protocol for administering medicine as set out above under Section 6, Administration of Medicines.

## **8. Long-Term Medical Needs**

In the case of long-term or chronic illness, children may need to take prescribed medicines on a regular basis in order to lead a normal life.

To ensure the needs of these children are met, a written Care Plan will be put in place which is produced following discussions with the parents or carers, the school office manager, SENDCO, school staff and medical professionals, where applicable. The Care Plan outlines:

- ✓ Name and date of birth of the child
- ✓ Family contact information
- ✓ GP/Hospital/Clinic contacts
- ✓ Details of the child's medical condition
- ✓ Daily care requirements e.g. dietary needs, pre-activity precautions
- ✓ What constitutes an emergency
- ✓ Follow-up care
- ✓ Details of medications
- ✓ Details of prescribed dosage

Other than children requiring Adrenaline Auto-Injectors, staff will not administer injections under any circumstances. Parents and carers will be expected to attend to the child in school hours in such cases.

## 9. Parental or Carer Responsibility

It is the parent or carer's responsibility to inform school of the medicines that their child needs to take and to provide details of any changes to the prescription. It is also the parent or carer's responsibility to ensure that all medication supplied is in date as **no medication that has exceeded its expiry date will be given**. Asthma pumps are the only exception, if we only have an expired asthma pump in school for your child, we would still administer the pump in a medical emergency.

In the case of a short-term medical need, the parent or carer must personally deliver the medicine to/collect the medicine from the school office each day.

## 10. Safe Storage and Disposal of Medicines

All medicines will be stored and administered from the original container or by a monitored dosage system (such as a blister pack) following the written instructions on the pharmacist's label. All medicines will be kept in a secure place, out of reach of children as indicated below:

- Prescribed antibiotics – School Office (refrigerated, if necessary, in the First Aid Room)
- Asthma inhalers – in the child's classroom in a named purple bag
- Adrenaline Auto-Injectors – in the child's classroom in a named green bag, see Section 12, below: Anaphylaxis and Adrenaline Auto-Injectors

## 11. Record Keeping

Written records are kept each time a medicine is given in school (*see Appendix B*). The administration records, along with copies of Care Plans and Parent and Carer Consent Forms, are kept in a central medical file that is kept in the School Office. Copies of Care Plans are also kept in individual Class Information files in classrooms and on the 'Need to Know' display board in the Staffroom.

## 12. Anaphylaxis and Adrenaline Auto-Injectors (AAI)

For children who have a condition that would require the use of an AAI, a Care Plan will be drawn up after discussion between the parents or carers, SENDCO, school staff and medical professionals as below:

- ✓ Name and date of birth of the child
- ✓ Family contact information
- ✓ GP/Hospital/Clinic contacts
- ✓ Details of the child's medical condition
- ✓ Daily care requirements e.g. dietary needs, pre-activity precautions
- ✓ What constitutes an emergency
- ✓ Follow-up care
- ✓ Details of medications
- ✓ Details of prescribed dosage

A register of all AAIs kept in school will be held by the School Office, with a copy also displayed on the 'Need to Know' display board in the Staffroom. All AAIs in school will be stored in the child's classroom in a named box.

Any use of an AAI will be recorded on the Adrenaline Auto-Injector Record, maintained by the Administration Officer. The staff member who administers the AAI will be responsible for completing the AAI Record (*see Appendix C*) which will be kept in the central medical file (*see point 11*).

**Appendix A**

**HALLING PRIMARY SCHOOL**

**PARENT OR CARER CONSENT FORM – ADMINISTRATION OF MEDICINE**

School will not give your child medicine **unless you have completed and signed this form**. Medication will be administered in line with school policy.

Child's Name:

Date of Birth:

Class:

**MEDICINE: (Note: All medicine must be in the original container as dispensed by the pharmacy)**

Name of Medicine:

Expiry Date:

Dosage/Time:

**CONTACT DETAILS:**

Parent or Carer's Name:

Emergency Contact Telephone:

**I understand that I must deliver and collect the medicine personally to/from the school office. I also understand that this is a service that the school is not obliged to undertake and that it is not the responsibility of staff to remind children to take their medicine.**

Signed: ..... Date: .....



