

John Bunyan Primary School & Nursery



Admission of Medicines policy

Reviewed by: SLT

Approved by: Curriculum Committee

Next Review date: Summer 2027 (or when legislation changes)

This policy has been formulated from local authority and DfE guidance by school staff in conjunction with the headteacher and with the approval of the governors. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils. The aim is to ensure all children with medical conditions are supported in school.

Aims of the policy

1. To ensure the safe administration of medicines to children where necessary and to help to support attendance
2. To ensure the ongoing care and support of children with long term medical needs via a health care plan.
3. To explain the roles and responsibilities of school staff in relation to medicines
4. To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
5. To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
6. To outline the safe procedure for managing medicines on school trips
7. To outline the arrangements for dealing with an emergency situation.

Roles and Responsibilities

Headteacher

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and that relevant training is undertaken and renewed as necessary
- To ensure that parents are aware of the school's Medicines Policy
- To ensure that this policy is regularly reviewed

Staff

- To follow the procedures outlined in this policy using the appropriate forms
- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs, to be reviewed at least annually or if evidence is presented that the child's needs have changed.
- To share medical information as necessary to ensure the safety of a child, including with supply teachers/cover in cases of staff absence
- To retain confidentiality where possible
- To make all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To keep the first aid room and first aid boxes stocked with supplies
- Education Visits leader – see Medicines on school Trips below
- To ensure support is given to students by staff who are appropriately trained

Parents/carers

- To give the school adequate information about their children's medical needs prior to child starting school

- To follow the school's procedure for bringing medicine into school
- To only request medicines to be administered in school when prescribed by a GP or medical practitioner
- To ensure that medicines are in date, labelled with the child's name and provided in the original container (including instructions for administration, dosage and storage)
- To ensure that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need e.g. asthma

School attendance during/after illness

- Symptoms of vomiting or diarrhoea require a child to be absent from school and not return until clear of symptoms for 48 hours
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

Safe administration of medicines at school

- Only prescribed medicines (including eye drops) that are in date, labelled with the child's name and provided in the original container (including instructions for administration, dosage and storage) will be accepted in school.
- Medicines will not be accepted in school that require medical expertise or intimate contact unless staff have had specific training (e.g. diabetes) and/or an intimate care plan has been put in place and agreed by the school and parents.
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession
- The adult is required to complete a parental agreement at the school office for the medicine to be administered by school staff
- The Senior Leadership Team must be informed of any controlled drugs required by children
- Tablets should be counted and recorded when brought into the office and when collected again
- Painkillers, such as paracetamol or ibuprofen MAY NOT be brought into school, if your child requires pain relief for a medical condition please call the school office to discuss the matter with the appropriate staff. Administration of painkillers such as paracetamol or ibuprofen will be discussed on a child by child basis and agreement to administer is at the discretion of the Head teacher.
- Administration of medicines at school must be recorded in the Medicines book by an appointed First aider in the first aid room and witnessed by a second member of staff.
- Where possible parents are encouraged to attend school to administer medicines where possible.
- Some children may self-administer medication if this has been directed by the parents when filling in the medicine form – e.g. use of an inhaler
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed

Storage of medicines

- Tablets must be stored in the locked wall cabinet in a first aid room.
- Epi-pens should be stored in the wall cabinet in a first aid room
- KS1 Asthma inhalers should be stored in the first aid room and should be taken with the child during physical activities
- Only KS2 Asthma inhalers may be kept in the classroom
- Parents are responsible for the safe return of expired medicines to a pharmacy

Medicines on school trips

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The EVC is responsible for designating a school First Aider for the trip
- The EVC is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- The designated school first aider on the trip will administer any medicines required and record the details on the schools trips medical form
- The first aider will return the form and any unused medicines to the first aid room on return to school.

Emergency Procedures

A child's individual healthcare plan should clearly define what constitutes an emergency and how to act accordingly.

In the case of a child being taken to hospital, staff will stay with the child until a parent arrives, or accompany a child taken to hospital by ambulance.