

Crawshawbooth Primary School

Medicine in School Policy

February 2025

Mr Willan

Medicines in School Policy

1. Our Vision

Crawshawbooth seeks to provide a happy, positive and child centered learning environment. We will promote and encourage curiosity throughout our curriculum, encouraging challenge, memorable opportunities and experiences that will support dreams and aspirations to grow as confident, respectful and resilient individuals.

This policy follows the statutory guidance produced by the DfE 'Supporting pupils at School with Medical Conditions December 2015 and any other Lancashire County Council guidance. It has been amended to reflect Crawshawbooth Primary School to ensure full access to learning and school life for all our children that require medication. Most children will have, at some time a medical condition which could affect their attendance or participation in activities. This may be short-term or a more long-term condition.

ADMINISTERING MEDICINES (EXCEPTIONAL CIRCUMSTANCES ONLY) – For example, parents/carers who do not have family/friends who can come to school to administer medication.

NOTE – Yr. 5 & 6 pupils can administer medicine themselves in school, via the office, if parent/carer agrees to this and the relevant forms are completed.

2. Aims: To

- enable regular attendance.
- Set out procedures for managing prescription medicines that need to be taken during the day.
- Set out procedures for managing prescription medicines on outings and trips.
- Set out procedures for pupils refusing medicines.
- Set out procedures for Non-Prescription Medicines.
- State the roles and responsibilities of staff administering medicines.
- State the roles and responsibilities of parents in respect of their child's medical needs.
- State the need for prior written agreement from parents for any medicines to be given to a pupil.
- State the policy on assisting children with long-term or complex medical needs.
- State the procedure for pupils carrying and taking their medicines themselves.
- Support staff training in dealing with medical needs.
- State record-keeping procedures.
- Make reference to the school's emergency and risk assessment procedures.

Procedures for Managing Prescription Medicines during the School Day

- Medicines that need to be taken 3 times a day **should** be taken at home in the morning, after school and at bedtime, not during school hours
- Parents who have the ability to come to school to administer medicines should continue to do so.
- In exceptional circumstances school will administer.
- Yr. 5 & 6 pupils can administer medicine themselves in school, via the office, if parent/carer agrees to this and the relevant forms are completed.
- Prescribed medicines that have to be taken during the school day must be brought to the school office by a responsible adult.
- Medicines must be collected daily by a responsible adult at the end of the day (except Upper Junior children who have been given permission on Form A to do so).
- Parents are responsible for supplying school with adequate information regarding their child's condition and medication.
- The relevant form must be completed (**Form A**).
- It is the parent's responsibility to inform the school office if medication is altered.
- All medication will be stored securely in the main office.
- **The school cannot accept medicines that have been taken out of the original container as dispensed, nor make changes to dosages on parental instructions, (the exception to this is insulin which must be in date and is likely to be available to school inside an insulin pen or pump).**
- A record is maintained of all medication administered to a child (Form B).

Procedures for Managing Prescription Medicines on trips/outings

- Parents are responsible for ensuring that the appropriate medicines are brought into school prior to any trip.
- If required medicines are not in school, the pupil will not be allowed on the trip.
- School will follow the procedures as in the Educational Visits Policy.
- Where necessary, school will complete a risk assessment and any required adjustments made.
- School will follow procedures as for Managing Prescription Medicines in school.
- A member of staff will ensure that the appropriate medication is taken on the trip/outing.
- Asthma inhalers and Epi-pens **must** be taken and must be in date.

Procedures for Managing Non-Prescription Medicines during the School Day

- Medicines that need to be taken 3 times a day **should** be taken at home in the morning, after school and at bedtime.
- Parents who have the ability to come to school to administer medicines should continue to do so.
- In exceptional circumstances school will administer.
- Non- Prescribed medicines that have to be taken during the school day must be brought to the school office by a responsible adult on day one.
- Any medication containing Ibuprofen/Aspirin **CANNOT** be given without prescription.
- Non-prescription medicines must be in the original packaging and a form completed (Form A).

Pupils Refusing Medication

If a pupil refuses to take medication, staff will not force them to do so. Parents will be informed on the day by text, and a log kept. If a refusal results in an emergency, normal procedures would apply.

Staff Role-Legal Obligation

Whilst teachers and staff in charge of pupils have a common law duty to act as any reasonably prudent parent would. School staff should not administer medication without first receiving appropriate information and/or training. Some support staff may have specific duties to provide medical assistance as part of their contract and will have received appropriate training. Section 3(5) of the Children Act provides protection to teachers acting reasonably in emergency situations. First Aiders are not trained, as part of their training to administer medicine.

Long-term Medical Needs or Complex Medical Needs

Parents must inform school if their child has a long- term medical need and a Health Care Plan (Form F) may be drawn up if necessary in consultation with other agencies.

Procedure for Inhalers and Epi-pens

- Parents must complete the relevant (Form C).
- It is the parents/carers responsibility to ensure that the medicines are in date, clearly labelled with the pupil's name.
- Asthma inhalers must be readily accessible to pupils and taken to any outside trip or sporting event.
- Teachers have a duty of care to check that epi-pens and inhalers are in date well in advance of taking pupils out of school on trips/sports visits.
- Epi-pens must be stored in a container with the pupil's name and photo.
- A photo of any pupil needing an epi-pen is to be displayed on the Care Plan noticeboard in the staffroom.
- A list of pupils with inhalers is displayed on the Care Plan noticeboard in the staffroom, classrooms. Emergency contact numbers are also in the registers.

Staff Training

- Staff are trained/given relevant information when necessary.

Record-Keeping

- Records are kept in the Office.
- Risk assessments for trips are kept by the EVC co-ordinator, Key Stage leaders or teachers.
- Staffroom noticeboards contain photos of children needing Epi-pens and where they are stored. A list of children needing Inhalers is kept in registers, in the staffroom and in the main office.

References to other Policies

- School Emergency Plan
- Evacuation for Gas/Bomb
- Lockdown

Appendices

Form A - Parental agreement for school to administer medicine

Form B- Record of medicine administered to an individual child

Form C- Request for child to carry his/her medicine

Form D- Staff Training Record

Form F- Health Care Plan

The policy was written in May 2019

It was approved by the Governors February 2020 and February 2021 and February 2022 and February 2023 and February 2024 and February 2025.

It will be reviewed annually

FORM A: Parental agreement for Crawshawbooth Primary School to administer medicine UNDER EXCEPTIONAL CIRCUMSTANCES ONLY – E.g., parents/carers who do not have family or friends who can come to school to administer.

The school will not give your child medicine unless you complete and sign this form. **Any medication containing Ibuprofen or Aspirin CANNOT be given without a prescription.** It must be acknowledged that staff will endeavour to administer at the stated time, however this may not always be practicable.

Name of child		Date of birth	
Class		Date medication received at school	
Medical condition/illness			

MEDICINE – (Must be in original container as dispensed by the pharmacy)

Name/type of medicine (as per container)			
Expiry date			
Timing of previous dose (if given)			
Dosage and method required in school (i.e. 1 spoon 1 hr before food etc)			
Medicine to be taken	Date From:	Date To:	
Special precautions/other instructions			
Are there any side effects that the school need to know about?			
Medicine to be stored in a fridge?	YES / NO		
Procedures to take in an emergency			

CONTACT DETAILS

Emergency contact name	
Telephone no	
Relationship to child	

I understand that a responsible adult must deliver the medication to the school office on the first day.

It is my responsibility as a parent/carer to inform any responsible adult (ie. friend/after school club/childminder or similar) to collect any medication from the office at the end of the day.

UPPER JUNIORS ONLY - I give permission for to collect the medication to bring home and return to the office on subsequent days.

Signed: Date:

Print Name:

The above information is, to be best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication.

Signed: Date:

W/C:

CLASS:

Child's Name	Time meds to be administered	Day(s) to be administered (tick)				
		Mon	Tue	Weds	Thur	Fri

FORM C:

Request for child to self-administer medication - (Inhaler / Epi-Pen / Creams / Lip balms etc)

THIS FORM MUST BE COMPLETED BY PARENT/CARER PRIOR TO ANY MEDICATION BEING LEFT AT SCHOOL

If staff have any concerns, please discuss with Headteacher

Name of Setting: **Crawshawbooth Primary School**

Child's Name: _____ Class: _____

Address: _____

Name of Medicine: _____

Procedure for medicine/medication: _____

INHALERS ONLY: - If your child does not have their personal inhaler in school, do you give permission for them to use a Salbutamol "universal" inhaler? **YES / NO**

Contact Information

Name: _____

Daytime Phone No: _____

Relationship to child: _____

I would like my child to keep his/her medication in school for use as necessary.

Signed: _____ Date: _____

If more than one medicine/medication is to be given, a separate form should be completed for each one.

I am happy for (child's name) _____ to bring their medication home as necessary.

Signed: _____ Date: _____

FORM D: Staff training record – administration of medicines

Name of school/setting	Crawshawbooth Primary School
Staff Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated as necessary.

Trainer’s signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Form F: individual healthcare plan

Name of school/setting

Crawshawbooth Primary School

Child's name

--

Group/class/form

--

Date of birth

--

Child's address

--

Medical diagnosis or condition

--

Date

--

Review date

--

Family Contact Information

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

Name

--

Phone no.

--

G.P.

Name

--

Phone no.

--

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

