



Policy for Managing Medicines in School

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Approved by:	Chair of Governors: Mr P White		
Review Date:	2024		

1.0 Aims

The aims of this policy are:

- to define the framework for the use of medical care plans for children with a chronic condition such as diabetes
- to define the procedure for administering prescribed medicines to children
- to define the procedures for the emergency administration of medicine to children suffering an allergic reaction
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2.0 Roles and Responsibilities

It is the responsibility of the parent/carer to notify the school of any child having a medical condition that may require the administration of medicine while in the care of school staff.

It is the responsibility of the parent/carer to comply with the school procedures for bringing medicines into school.

The headteacher accepts responsibility, in principle, for members of staff who volunteer to give, or supervise children taking, prescribed medicines during the school day.

In accordance with government guidelines, there is no legal duty that requires school or setting staff to administer medicines. However, we will, in consultation with parents, support any child with medical needs to access a full curriculum.

3.0 Policy

Meltham CE Primary School follows the advice of the Government and Kirklees Local Authority regarding the administration of medicines to children in the school's care.

3.1 Chronic Conditions

Parents must inform the school if a child has, or develops, any medical condition such as diabetes or asthma which may require ongoing medication, or any allergy which may require the emergency use of medication.

3.1.1 Asthma Inhalers

If a child has asthma the parent must complete an Asthma Information Sheet (see Appendix 4.1) which is available from the school office. Asthma inhalers are the only exception to the requirement for medicines to be brought to the school office, but any inhalers brought into school must be clearly labelled with the child's name. In Foundation Stage and Key Stage 1 inhalers are kept in a designated place in the classroom under the supervision of the class teacher. A record is kept when a child in Foundation Stage or Key Stage 1 uses an inhaler. Older children are responsible for their own inhalers and for using them as required. It is the parent's responsibility to ensure inhalers are within their expiry date.

3.1.2 Medical Care Plans

If a child has a chronic medical condition which may require the regular or occasional administration of medicine during the school day then a Medical Care Plan is drawn up by the parents, the child's GP and the school. The Medical Care Plan and any medication is kept in the Medical Cupboard where a photograph of the child is displayed. A copy of the Medical Care Plan is kept in the pupil's classroom.

3.1.3 Allergies and Emergency Administration of Medicine

Any allergies must be notified on the school admission form. If an allergic reaction may require the use of an Epinephrine Auto-Injector (EAI) then a Medical Care Plan is kept in the Medical Cupboard where a photograph of the child is displayed. A copy of the Medical Care Plan is kept in the pupil's classroom. If an Epinephrine Auto-Injector (EAI) is required, one is kept with each care plan.

All staff are trained annually in the use of EAI's.

Children with severe food allergies may only have school dinners after consultation between the school, the catering service and parents.

It is the parent's responsibility to ensure EAI's are within their expiry date.

3.1.4 Offsite Visits Including Swimming Lessons

The medical needs of any child with a chronic medical condition are considered during the planning of an offsite visit, if necessary in consultation with the child's parents. Inhalers from the classroom (KS1 only), EAI's and any other emergency medication from the medical cupboard or dedicated medical fridge/box are included as part of the general first aid kit that is taken on every offsite visit. KS2 children are responsible for ensuring that they have their asthma inhalers with them for offsite visits but it is good practice for the teacher or trip leader to remind pupils before the trip departs.

For residential visits parents must complete a medication form for every child, even if no medication is required.

3.2 Administration of Medicines

3.2.1 Medicines Permitted in School

Only prescribed medicines can be administered in school and only when the medical regime requires the administration of more than three doses in 24 hours. If possible parents should request that medicines such as antibiotics are prescribed for three daily doses. These can then be administered outside school hours: before school, after school and at bedtime to avoid the need for medicines to be given during the school day.

Any medication brought into school must be in the original container showing the **child's name, dosage** and name of the doctor. Medicines must be brought to the school office, not given to the child or to the teacher, and parents must complete a form authorising the medicine to be administered (Appendix 4.2). A tear-off slip from this form is given to the class teacher or the Senior Lunchtime Supervisor to make them aware of children requiring medication that day.

At the end of the school day an adult must collect the medicine from the school office.

A flowchart describing the systems for managing medicines is in Appendix 4.3.

3.2.2 Before and After School Care

If a child attends Breakfast Club or After School Club the parent/carer must inform the staff there that the child requires medication. The club will provide the medicine authorisation form (Appendix 4.2) for the parent/carer to complete. The medicine must be given to club staff who will pass it on to the school office. A flowchart describing the systems for managing the handover of medicines between parents, the school and Meltham School's Out is in Appendix 4.3.

3.2.3 Procedure for the Administration of Medicines in School

In school all medicines are kept securely in the school's dedicated medicine fridge or dedicated medicine box. When the medicine is administered this is logged on a medication record sheet (Appendix 4.4) with the date, time, pupil name, name of medication, dose given and a box is ticked to confirm the medicine authorisation form (Appendix 4.2) has been checked and is in date. The person administering the medicine signs and prints their name as does a witness staff member.

We endeavour to administer medicine as requested on the medicine authorisation form (Appendix 4.2) but cannot accept responsibility if a dose is missed. If parents wish to come into school during the day to administer medicine then they are welcome to do so and should contact the school office to arrange this.

3.2.4 Offsite Visits and Swimming Lessons

In the event of the child going offsite, for example on a school trip or to swimming lessons, the parent must discuss arrangements for administration of the medicine with the school. Forms detailing medication requirements must be completed and signed by parents for every residential visit.

3.2.5 Non-Prescription Medicines

The school will not administer non-prescription medicine, such as analgesics, creams etc unless this forms part of a Medical Care Plan or is for the duration of a residential visit where written permission is given by the parents/carers.

3.3 Emergency First Aid

The school has fully trained first aiders including those with paediatric first aid training. The first aider will place a 'sad face' stamp on the child's hand to alert parents to head or facial injuries. For more serious injuries, an accident form (Appendix 4.5) will be completed and emailed to the parents/carers explaining the cause of the injury and treatment provided. The school will contact the parents/carers if it is deemed necessary. A copy of the accident form (Appendix 4.5) will be stored on the pupil's records.

A record of the accident is made (Appendix 4.6) including the date and time of the accident, the child's name and class, description of the accident, where the accident occurred and the name of the first aider.

4.0 Appendices

4.1 Asthma Information Sheet



Meltham CE Primary School
Holmfirth Road, Meltham, Holmfirth HD9 4DA

T 01484 850671
E office.meltham@educirklees.net W www.melthamceschool.co.uk

Headteacher Mr P Gibbins

Dear Parent/Carer

It is important for the health and safety of your child that the medical records we hold in school are accurate and up to date. Our medical records show that your child has asthma.

Please could you indicate below whether this is still the case and if they should have an inhaler in school?

Children in Reception/ Key Stage 1 should hand their inhaler to the class teacher. Children in Key Stage 2 are expected to administer the inhaler themselves and keep it in their school drawer. All inhalers brought into school must be clearly labelled with the child's name.

It is the Parent's/Carer's responsibility to ensure inhalers are within their expiry date.

Thank you for completing the form and returning it to school.

Name of child Class

My child has asthma My child does not have asthma

My child does have a named inhaler in school

My child should have an inhaler in school and I will make sure one is sent in

My child does not need to use an inhaler in school

My child has a requirement for an inhaler only at certain times of the year
Please provide details

.....
.....

Signed Parent/Carer

Date

4.2 Medication Request and Authorisation form



Meltham CE Primary School
Holmfirth Road, Meltham, Holmfirth HD9 4DA

T 01484 850671

E office.meltham@edukirklees.net W www.melthamceschool.co.uk

Headteacher Mr P Gibbins

I am writing to request that my child is given medication during school hours.

Child's name Class

Medication Dosage.....

Time to be administered Start Date End Date

If your child attends After School Club you must arrange with a member of their staff for the medication to be collected at the end of school.

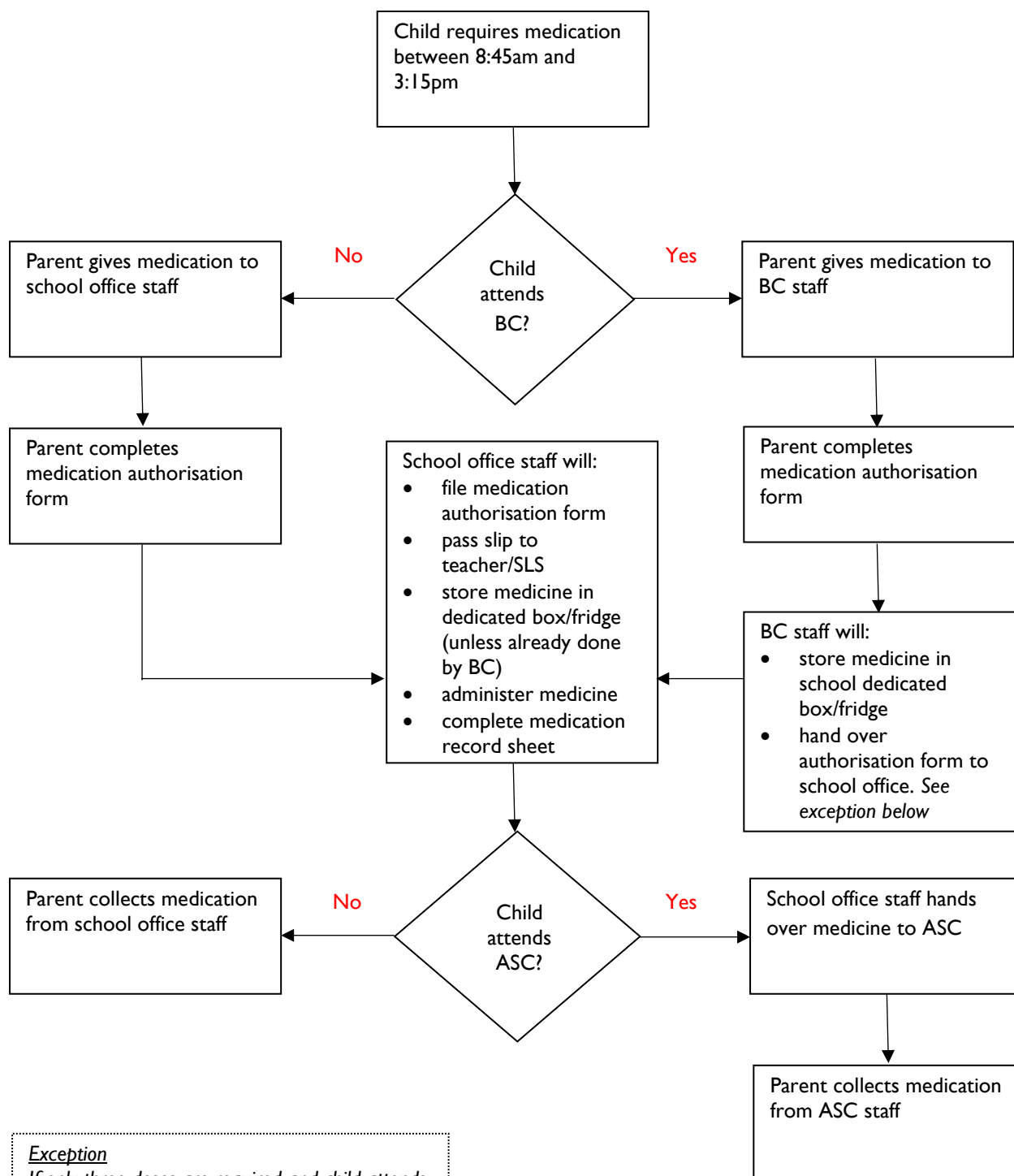
Signed

Name Class

Has medication in school today.

Start Date End Date Time to be administered

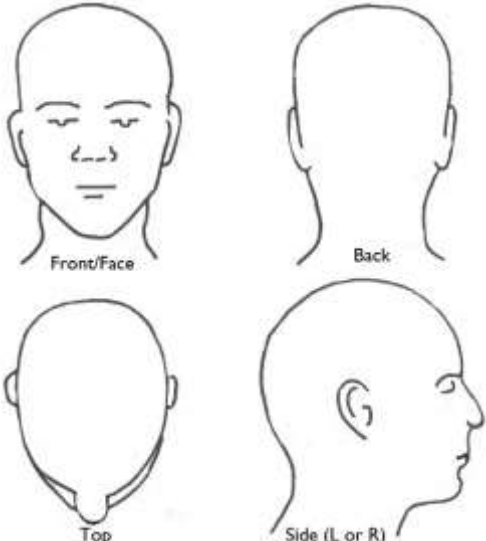
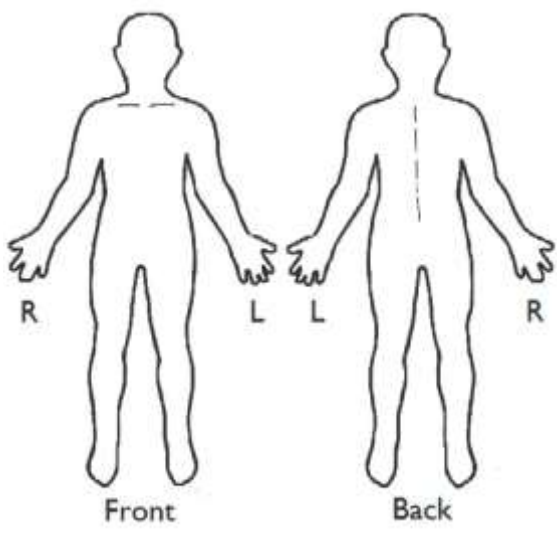
4.3 Medication in School Flowchart



Exception
If only three doses are required and child attends ASC, medicine is only given at ASC and not during the school day. In this case, ASC store the medicine and does not hand it over to school office staff.

Key: BC: Breakfast Club
 ASC: After School Club
 SLS: Senior Lunchtime Supervisor

4.5 Accident Form

Accident Tracking Number:		Date:	Time:		
Pupil Name:		Class:	Severe	Major	Minor
Details of accident or incident:	<i>(i.e. location, how it happened, witnessed?, others involved?)</i>				
Details of Injury	<i>(i.e. grazed right knee, bumped back of head)</i>				
Please indicate location of injury:					
First Aid Administered:	<i>(i.e. cleaned wound and applied plaster, applied ice pack)</i>				
Aftercare (tick):	Pupil monitored		Head/face bump stamp on hand		
	Ambulance called		Teacher informed		
	Parent/carer phone call Who did you speak to?:				
Advice to parents/carers	<p>Kirklees guidance recommends parents are advised of the following:</p> <ul style="list-style-type: none"> • Head or face bumps: we have monitored your child for the remainder of the school day. At home, look out for signs of drowsiness, sickness or dizziness. If your child has any of these symptoms you should contact your GP as soon as possible. • Mouth or dental injuries: following an injury to the mouth children should be seen by a dentist as soon as possible, even if there is no apparent damage to the teeth. 				
First Aider Name:		First Aider Signature:			

