



Ogbourne CE Primary School
Medicines in School
Policy

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Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. Ogbourne C of E Primary School is committed to ensuring that children with medical needs have the same right of access as other children. There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication.

The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming in to school at lunch time to administer the medication. However, this might not be practicable and in such a case parents/carer may make a request for medication to be administered to the child at school. If medicine needs to be administered during school time, then a parent or carer must bring it to the school office and fill in the **Parental consent form for school staff to administer medication** (Appendix 1). Medication must not be given to the class teacher, or brought into school by the child themselves. If medication is for a short term condition, any remaining medication must be collected from the school office by a parent or carer at the end of the school day.

Prescription Medication

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bed time. Parents are encouraged to ask the GP to whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it were not done. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container. Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber, including timings of the dosage
- Expiry date



A Parental Consent Form for school staff to administer medication (Appendix 1) must be completed and signed by the parent/carer. No medication will be given without the parent's written consent. Prescribed medication, other than emergency medication, will be kept in the school office, either in the locked cupboard or the refrigerator as appropriate. All emergency medicines (asthma inhalers, epi-pens etc.) should be kept in the child's classroom, clearly labelled with the child's first name only and a photograph and be readily available.

Long Term Medical Needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. The school will draw up a health care plan for such pupils, involving the parents and the relevant health professionals. Refer to the "Supporting Pupils at School with Medical Conditions Policy" for more information. Appropriate training will be arranged for the administration of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act will not be administered by the school.

Non-Prescription Medication

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to apply a lotion or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.

If non-prescription medication is to be administered, then the parent/carer must complete a Parental Consent Form for school staff to administer medication (Appendix 1), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

Administering Medicines

Medicines will only be administered by members of staff who have received first aid training. This will usually be the Admin Officer or the Head of School, but in their absence another appropriately trained member of staff may carry it out. Appropriate training will be arranged for the administration



of any specialist medication (e.g. adrenaline via an epipen, Buccal midazolam, insulin etc.) Staff should not administer such medicines until they have been trained to do so. A list of all first aid training staff will be maintained by the Admin Officer. The SENCo will maintain a record of staff trained in specialist medication for children with Health Care Plans. When a member of staff administers medicine, they will check the child's Parental Consent Form for school staff to administer medication against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form. For long-term medication, an Administration of Medication Continuation Sheet (Appendix 2) will be used as necessary.

Refusing medication

If a child refuses to take medication staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical emergency, the school will call the emergency services and inform the parents.

Offsite visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures. Where necessary individual risk assessments will be completed. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma.

Travel Sickness - Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete an Administration of Medication Permission and Record form.

Residential visits – All medicines which a child needs to take should be handed to the teacher in charge of the visit on the morning of the visit. The parents will sign a consent form for any medicines which they need to take during the visit, plus consent of emergency treatment to be administered. All medicines will be returned to parents after the trip.

Disposal of Medicines

The Admin Officer will check all medicines kept in school each term to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Consultation



This policy is based on advice and training received as part of first aid qualifications. It has been written in liaison with Excalibur's Health and Safety Policy, Supporting Children in School with Medical Conditions, the First Aid Policy and DFE Guidance to Supporting Children at School with Medical Conditions.

Relationships to other Policies

EAT Supporting Children in School with Medical Conditions

EAT Health and Safety Policy

First Aid Policy

Arrangements of Monitoring and Evaluation

This policy will be reviewed every three years unless a change in a child's medical needs requires the need for an immediate review.



Appendix I

Parental consent form for school staff to administer medication

Details of Pupil	
Surname	Forename(s)
Address	Male/Female
	Date of Birth
	Class
Condition or Illness	
Name/Type of Medication (as described on container)	
Expiry Date of Medication	Storage instructions for Medication
For how long will your child take this medication?	
Start Date	End Date (if applicable)

Full Directions for Use
Dosage (for liquid medication it is preferable to be in a pre-loaded syringe)
Timing



Special Precautions	
Side Effects	
Procedures to take in an Emergency	
Contact Details	
Name	Daytime Phone No
Relationship to Pupil	
Address	
I understand that I must deliver the medication personally to the following agreed staff: Mrs Claire Evans or Mrs Gudrun Osborn. I accept that this is a service which the school is not obliged to undertake. Any request to the school to administer any medication must be agreed with the Head of School.	
Name and Signature of Parent/Carer	Date
Name and Signature of Head of School	Date

Date	Time	Medicine Name & Strength	Dose given & method	Name & Signature of Staff Member administering medicine	Name & Signature of Witness



To be completed by the child's parent/carer when the child is collected at the end of the session/day or at the end of the course of medication.

I can confirm that I have read the record above and I know what medicine my child has received during the day [] I have taken the medicine home []

Name:

Signature:

Date:



Appendix 2

Administration of Medication Continuation Sheet

Sheet No: _____

Name of Child: _____ Class: _____ Date _____

Date	Time	Medicine Name & Strength	Dose given & method	Name & Signature of Staff Member administering medicine	Name & Signature of Witness


