

MANAGING MEDICINES IN SCHOOL

This policy was approved by Governors on 15th May 2025 and will be reviewed in the Summer Term 2026.

1. INTRODUCTION

The following policy should be viewed in conjunction with the associated areas of:

- PSHE
- Drug Education
- Equal Opportunities and Inclusion
- Health and Safety
- First Aid Policy

2. RATIONALE

Because of the promotion of inclusion and integration of children into mainstream schools who require medical care during the course of the school day, this policy document sets out procedures for all staff to adhere to.

The school aims to support pupils and parents in minimising the disruption that illness or disability can cause to a child's education.

3. IMPLEMENTATION

Medical Records

Records of existing medical conditions are kept in the main school office upon registration of the child by the parents. Any changes to medical conditions should be noted and records changed immediately.

Staff have a duty to know about existing medical conditions and to note changes in behaviour and pass on this new knowledge to parents.

Staff will always be made aware of any conditions affecting their pupils so that they know exactly what to do in an emergency.

The four most common conditions affecting school-aged children are:

- **Anaphylaxis** – an acute, severe allergic reaction needing immediate medical attention.
- **Asthma** – sometimes described as wheezing, causes the airways in the lungs to narrow, making it difficult to breathe
- **Diabetes** – a condition in which the amount of glucose in the blood is too high due to the body being unable to use it properly.
- **Epilepsy** – repeated seizures.

Administration of Drugs/Medicine in School

Parents are responsible for their child's medication. The Headteacher is responsible for deciding whether the school can assist the pupil who needs medication. The school encourages pupils to administer medicine themselves.

Medicines prescribed by a registered medical practitioner and labelled by a pharmacist with the child's name and the amount/frequency of dosage in the original container, may be accepted into school. No non-prescribed drugs or medicines should be sent to school with a child and none should be brought by parents in

NAVENBY CHURCH OF ENGLAND PRIMARY SCHOOL

unmarked containers for short-term treatment. Whilst we encourage parents to come to school to administer any medication, staff may, in agreement with Headteacher and parents, administer medication on the parents' behalf. All staff are under no legal obligation to administer any medication. Staff can agree to support children with their medication but this is done on a voluntary basis and understanding. Parents may request additional medication from a prescriber so that it can be kept in school.

Depending on the nature of the medication involved and the child concerned, the medicine may be kept:

- In safe storage within the classroom
- In secure storage
- With the child

Depending on the type of infection, children requiring treatment by antibiotics should not normally be in school until the course of treatment has been completed. Where there is sickness and or diarrhoea, the school adopts a 48 hour 'recovery period' following illness to prevent further contamination and spread.

Disposal of Medicines

School staff will not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

School visits

Where children requiring medication are participating in an off-site school visit, parents should ensure they discuss their child's medical needs with appropriate staff prior to the visit. The Children's Act 1989 Section 3 (5) protects staff so that they can act reasonably in an emergency situation such as a school trip. There is no statutory duty or contractual duty to administer medicine; therefore we actively seek communication with parents of children requiring medication before any trip to put procedures in place.

Emergency procedures

1. Key staff with responsibility for emergencies:

Mr C Elliott, Headteacher

Miss S Sheardown, Deputy Head

Mr T Swain, Year 2 teacher

Mrs R Howard, Bursar

First Aiders:

Miss F Reeder, Year 5 teacher / DSL

Mr C Elliott, Headteacher

Mrs W White, admin and MDS

Mrs J Tizard, MDS and Breakfast Club

2. If the condition of pupil deteriorates, an ambulance will be called and the parents contacted. A pupil travelling in an ambulance should be accompanied by a member of staff who stays until the parent or guardian arrives (*acting pastorally not 'in loco parentis'*)

Individual Health Care Plans

Pupils with medical conditions that may affect their access and participation in school activities are described as having ‘a medical need’.

For these children, an *Individual Healthcare Plan (IHP)* ensures their safety. A plan is not necessary for all pupils but it does ensure that school staff have sufficient information to understand and support a pupil with long term medical needs.

An IHP would be drawn up in full consultation with all parties involved with that child. The information is treated confidentially. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan is appropriate or not. If consensus cannot be reached, the Headteacher is best placed to take a final view.

IHPs and their review may be initiated by a member of school staff. Pupils should be involved whenever appropriate. The aim of such plans is to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Parental permission should be sought for the IHP to be displayed in school.

4. ASTHMA

Following statutory guidance in March 2015 the school has purchased three emergency salbutamol inhalers with spacers for use in emergencies. The school has also requested information from parents if their child suffers from asthma and a list has been established. All staff know who can access the emergency inhalers should the need arise.

5. BACKGROUND DOCUMENTATION

This policy was compiled with reference to:

- *Supporting pupils at school with medical conditions (DfE Dec 2015)*

6. DISSEMINATION AND REVIEW

It is the responsibility of all staff to make themselves acquainted with this policy and its implications. This includes all new staff to school.

Policy Approved: Full Governors meeting 15th May 2025

Signed:

Chair of Governors: Mrs H Jerstice

Head teacher Mr C Elliott