

ST MARY'S CE (A) FIRST SCHOOL POLICY DOCUMENT FOR ADMINISTRATION OF MEDICINE

"Our Vision is to provide the best opportunities to become life-long learners;

Our Christian values rooted in the Good Samaritan recognise everyone is loved by God; Our ethos is to show love and respect - to ourselves, each other and God's creation"

Philosophy

At St Mary's CE(A) First School, we will ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines is held by the Headteacher who is the responsible manager. It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the Health Guidance for Schools document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims

- To ensure the safe administration of medicines to children where necessary and to help to support attendance
- To ensure the on-going care and support of children with long term medical needs via a care plan
- To explain the roles and responsibilities of school staff in relation to medicines
- To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- To outline the safe procedure for managing medicines on school trips

Roles & Responsibilities

Head Teacher

- 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 training
- To ensure that parents are aware of the school's Medicines Policy
- To ensure that this policy is reviewed every two years

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 share medical information as necessary, to ensure the safety of a child
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the office first aid boxes stocked with supplies
- Educational Visits Leader - see 'MEDICINES ON SCHOOL TRIPS' below

Parents/Carers

- To give the school adequate information about their children's medical needs prior to a child starting school
- To follow the school's procedure for bringing medicines into school
- To ensure that all medicine is handed in via the school office
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and 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

Guidelines

School Attendance during and after short-term illness

- Children should not be at school when unwell.
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to 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.

Administering Medicines

- A parent must complete the necessary forms before a member of staff will administer any medicine.
- The school may only administer prescription medicines that are required at specific times that fall within the school day, including medicines which are to be administered 3 or 4 times a day.
- Prescribed medication must be kept in the original container with name and pharmacist instructions clearly visible and will usually be stored in the school office/ fridge.
- Medicines must NEVER be brought to school in a child's possession.
- If a doctor has stated that a child should be in school, the school will work with parents to look at the most effective way of managing any medication.
- Epipens will be stored in the Medical cupboard, out of reach of children, but easily accessible to staff who may need to administer them. An individual healthcare alert card with the child's photograph should be kept with the epipen and checked before administration.
- Asthma inhalers should be kept safely in the classroom, freely accessible to staff and labelled with the child's name and should be taken with the child during physical activities. Children who are able to administer their own inhalers may keep them in the classroom in a medical box, where they can be accessed freely by the child or staff if needed.

Long-term Illness

Where children have long term medical needs, the school will do everything possible to help them to attend school regularly. In this case there must be full and shared discussions and decision making between parents, staff and any other relevant parties (eg, medical staff). This will result in a care plan being drawn up, which will be reviewed periodically in discussion with the parents to ensure their continuous suitability.

It is the parent's responsibility to inform the school of changes in medical status, address, and phone numbers.

Staff Medicines

Staff members who might need to self-administer any of the following prescription or non - prescription medicines (Epipen, antibiotics, prescription medication, non-prescription painkillers) should ensure that they are safely stored in a locked drawer or cabinet. If it is not possible to do this in the classroom the medicine should be clearly named and labelled and stored in the main school office wall cabinet.

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 Educational Visits Leader is responsible for designating a school First Aider for the trip
- The Educational Visits Leader 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 (trips risk assessments should detail this)
- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form
- The First Aider will return the form and any unused medicines to the office on return to school

Monitoring

Senior Management and Governor's Health and Safety Committee.
Yearly update of personal information, or earlier if necessary.

Policy agreed by Governors: October 2025

Review annually: October 2026