



All Saints CE (VC) First School

Policy on  
Administration of Pupil Medicines and  
Management of Children's Illness

Date: February 2015

Reviewed: January 2017

Reviewed: January 2019

Reviewed: January 2021

To be reviewed: January 2023

# 1 General Policy Statement

- 1.1 The Governors have adopted the Guidelines issued by Staffordshire County Council in relation to Medication in Schools. These guidelines are more comprehensive and detailed than this policy statement and should be referred to for more information.
- 1.2 Children who are generally unwell should not be in school and should not return to school until they are fit to participate in the curriculum as normal (some exceptions are discussed later in the policy).
- 1.3 Parents are responsible for any medicines their children may need (the school may support the administration of some medicines on request see 2.2 below).
- 1.4 In the event of an illness occurring during the school day; the school will make every effort to contact the parents, or a designated carer, with the view to the child going home. Parents are responsible for providing the school with emergency contact numbers and for updating these as necessary. Parents must be ready and willing to remove an ill child or make arrangements for care elsewhere. No child would be sent home alone when ill.
- 1.5 If a child's health needs are likely to affect their normal participation in school life, then it is the responsibility of the parents to inform the school of this fact. This should be done on the admission form when applying to the school, or for subsequent developments, by letter.
- 1.6 All staff are expected to be responsible for the care of the children's health in the school. As such staff would be expected to exhibit the same level of response as would be expected of a careful and prudent parent in similar circumstances. The school has a number of designated First Aiders for dealing with accidental injury. In the case of a children's illness this should be reported to the Office manager. Where it is suspected that a child will need urgent medical attention, for an illness or accident, an ambulance should be summoned on 999 and the Headteacher informed.
- 1.7 The Health and Safety committee of the Governing Body, together with the Headteacher, are responsible for ensuring that this Policy and Guidelines are implemented and adhered to.
- 1.8 All supply staff and visitors who will be working with children must be issued with a copy of details of children with specific ongoing medical needs and any procedures or plans in place to cover those needs.
- 1.9 Parents are encouraged to provide a hat and sun block for children during the summer months. High factor sunscreens are available which are long lasting and will provide protection for children through the lunch period even when administered in the morning. Children may bring sunscreen to school for self-administration. Staff will apply sunscreen in exceptional circumstances (ie. There is extreme sensitivity to the sun and the child is too young or has special needs which prevent self-application)

## 2 Specific Policies and Procedures

### 2.1 ILLNESS IN SCHOOL

A child will be allowed to attend school whilst unwell if suffering from a chronic illness and on advice from the School Health Service would benefit from leading as normal and happy life as possible.

### 2.2 MEDICINES IN SCHOOL

- Prescribed medicines will be administered in school on the following conditions:
  - A pupil medication request form had been submitted.
  - The Doctor prescribing has cleared the child to return to school.
  - Clear instructions about administering the medicine are given and the medicine is clearly labelled:
    - Name of the child
    - Dose/frequency of administration
    - Instructions for administration
    - Date of dispensing
    - Cautionary advice
    - Expiry date

This is normal procedure when issuing all medicines

- All effort has been made to schedule the dosage of the medication so that it does not fall within the school times.
- Parents are responsible for delivering and collecting medicines from the school office at the end of the school day

Medicines will not generally be kept in school with the following exception:

- a) Medication associated with treatment as appropriate to an agreed Individual Treatment Plan.
- b) Inhalers for Asthma
- c) Antibiotics- Completion of a course on a GPs instructions where the dosage schedule makes administration in school unavoidable.

Medicines will be kept in a locked secure box. If refrigeration is required then they will be placed in an airtight container marked medicines in the fridge.

- \* No medicine can be given without the parent's consent via a pupil medication form.
- \* Medicines brought to school must be given to the school office by the parent on arrival. On no account should children keep medicine with them in bags or classrooms.

### 2.3 ADMINISTERING MEDICINES IN SCHOOL

- \* Where possible parents shall be responsible for the administration of medicines. However should it be agreed by the Headteacher medicines may be administered by on a voluntary basis by:

- the School Admin Team or nominated other Volunteer following structured procedure laid down in the Guidelines.
- the pupil as a part of a written agreement with the parent or doctor such as in the case of asthma inhalers.

- \* A child refusing medicine will not be forced to take a treatment. The parent or carer will be contacted as soon as possible.

- \* The school staff will not dispose of medicines. Parents should collect the medicine and dispose of it personally.

- \* Educational Visits: The medical needs of pupils will be considered at the planning stage of any visit. Reference will be made to the Guidelines for Educational Visits and Outdoor Education Activities Manual.

- \* The following standard practice should be followed by school staff when administering medicines. They must:-

- Check written instructions received by the school and confirm with details on the medicine container.
- Check the prescribed dosage.
- Check the expiry date of the medicine (Note: it may be helpful to remind parents if the expiry date is approaching).
- Check the timing/frequency details.
- Check record of last dosage given, to avoid double dosage.
- Measure out the prescribed dose.
- Check the child's name on the medicine again.
- Complete written record of dosage given, including date, time and signature.

Unless it is an emergency, any medication should be given in a situation where privacy and

confidentiality may be maintained.

If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

Staff involved with the administration of medicines should be alert to any excessive requests for medication by children or by parents on their behalf. In any cases of doubt advice may be obtained from the School Health Service.

### **3 Training**

- \* All First Aiders in the school will be supported in training to maintain current First Aid Certificates.
- \* Where a child requires an Individual Treatment Plan training will be sought for key staff from the Health Authority. The awareness of all staff to the problems is seen as a key element in a successful Treatment Plan.

### **4 Staff Responsibilities**

- \* Although the administration of medicines is voluntary all staff still have a duty to provide reasonable care, including taking appropriate action in the event of an emergency.

### **5 Treatment for Serious Medical Conditions**

Children suffering from a chronic medical condition that may on occasion develop into a life threatening situation will have an Individual Treatment Plan.

- \* Staff concerned with this plan must be given training.
- \* All supply staff should be made aware of the possible dangers and what to look for.
- \* In the case of an emergency developing an ambulance will be summoned from the nearest phone using 999 regardless of any treatment undertaken.
- \* Should all trained members of staff be absent then the treatment will be given by the ambulance service only.
- \* In the event of all trained staff being absent the parent or carer will be informed.

### **6 Medicalert bracelets/necklaces**

- \* These are deemed to be exceptions to the policy on jewellery. However, they should be removed for PE and held by the classteacher. After the PE activities are completed the teacher will see that the bracelet or necklace is put back on.

### **7 Emergency Procedures**

- \* Normally when a child becomes unwell or is injured in an accident (other than minor cuts or bruises) the school will arrange for the child to be looked after in a quiet and comfortable place until the parent or carer arrives.
- \* In a situation where an illness or injury is considered to be serious an assessment will be made by a registered first aider then an ambulance will be called using 999. The parent or emergency contact

will be contacted as soon as possible and advised.

- \* The teacher or registered first aider will use their professional judgement in deciding what action needs to be taken in individual cases. However, it is important that no decision regarding potentially serious incidents should be taken alone. A first aider and Headteacher should always be consulted.

## **8 Record Keeping**

- The school has adopted the standard Staffordshire procedures for record keeping.
- First Aiders are responsible for ensuring that medicine consent forms are correctly submitted and that the Accident Book is completed in accordance with the Guidelines.

## **9 Publicising the Policy**

- \* The policy is posted on the website for parents to access.
- \* Regular updates in the headteacher's newsletters will be used to make parents aware of procedures and policies and problems arising.
- \* Information will be published that a copy of the full Policy will be available to staff, Governors and parents in the Administration Office.

## **10 Review**

The policy is based on Staffordshire Guidance from the Health, Safety and Wellbeing team. Updates to the policy provided by Staffordshire will form the basis of regular review or procedures within the policy. Opportunity for review will be available termly through the Health and Safety Committee.

## Appendices

### APPENDIX 1

#### **Contacting Emergency Services**

Speak clearly and slowly and be ready to repeat information if asked

#### **Request for an Ambulance**

**Dial 999, ask for ambulance and be ready with the following information**

1. Your telephone number **01782 791 234**
2. Give your location as follows  
*All Saints First School, Church Lane, Standon, Staffordshire, ST21 6RN*
3. State that the postcode is *ST21 6RN*
4. Give exact location in the school/setting
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance (main school double gates) and state that the crew will be met and taken to the child's location

A complete copy of this form will be positioned on the wall at each telephone point in school.



**ALL SAINTS C.E. (V.C.) FIRST SCHOOL & BUSY BEES PRE-SCHOOL**  
**Parental Agreement for School/Setting to Administer Medicine**

Dear Headteacher,

I request that \_\_\_\_\_  
(Full name of Pupil) be given the following medicine(s) while at school:

Date	
Child's Name	
Class	
Daytime contact number of parent	
Name of Medicine	
Expiry Date	
Dose to be given	
Time(s) of day to be given	
Duration of course	

Any other instructions

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

Parent's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Note:**

Medicines must be in the original container as dispensed by the pharmacy  
The school/setting will not give your child medicine unless you complete and sign this form.  
If more than one medicine is to be given a separate form should be completed for each one.  
The Governors and Headteacher reserve the right to withdraw this service.

### **Appendix 3**

**Please see HSF35 (Staffordshire County Council) : Receipt of medication**

### **Appendix 4**

**Record of Administering Prescribed Medications**