Ashlands Primary School Medical Policy

"Where every child has the right to shine"

Intent

- To explain how medication is administed at Ashlands Primary School is safely adminstered where necessary to help to support attendance.
- To ensure that pupils with medical conditions where the administration of medicine is required are supported in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.
- To explain the roles and responsibilities of school and parents / carers in regards to medicines.
- To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness.

For the purposes of this policy,

- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- "Controlled drug" is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

Ashlands Primary School follows the below Trust policies that can be found on the Moorlands Learning Triust website:

- Allergy Statement and Procedures
- First Aid Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

First Aid in school.

- Adequate numbers of members of staff are trained in First Aid at Work, Emergency First Aid at Work and Paediatric First Aid to ensure that there are trained staff on the premises at all times.
- All staff in the Early Years Setting are Paediatric First Aid trained in accordance with the 2025 EYFS Framework.
- Posters showing first aiders in school and where their main place of work are displayed in key areas around school.
- There is a designated First Aid Station within school at the school office.

Medical Tracker

Information regarding pupil medical conditions is stored primarily on Arbor. Arbor in interfaces with Medical Tracker and therefore the two systems are inline.
Ashlands Primary School uses Medical Tracker, an online medical and First Aid tracking system to:

- Record First Aid incidents for pupils and adults.
- Record long term medication in school, for example EpiPens, inhalers and long-term medication, including expiry dates. Electronic reminders are triggered to school and parents when expiry date is due.
- School is able to notify parents via message / email regarding first aid incidents.
- School will always contact parents / carers by phone in the event of a more serious first aid incident.

Medication in school

- School will only administer medication prescribed by a doctor or dentist.
- School will not administer over the counter medicines. In the event of a child requiring non prescribed medication through the school day the parent / carer is able to come to the school office to administer the medication themselves and a member of staff will collect their child from class.
- Medication must be in-date, labelled, and in the child's name. It must be provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- Under no circumstances should pupils have medication on their person / in their bags. This is for the safety of themselves and other pupils. This includes all forms of medication including cough sweets, sachets of medicine, eyedrops and nasal sprays. This list is not exhaustive.
- Where a child requires medication during the school day the parent / carer must first complete a Permission to administer Medication Form (Appendix A) to authorise this. Staff sign this form when they have administered the medication to indicate this.
- All medicines are stored safely in the school office or Staff Room (if refrigeration required). The fridge temperature is between the acceptable range of 2°c - 8°c.
- Unused / out of date medication is returned to the parent for safe disposal.
- School will make every effort to ensure that medication is given to a child at the correct time within the school day however accepts no responsibility if this does not happen.

Short term medication

- School will only administer medication prescribed by a doctor or dentist.
- If possible, and where medicine is required 3 times daily, the medication should be given outside of school hours.
- School will administer where the dosage is 4 times a day or required at specific times of the day.
- Parents are required to complete a Parental Agreement Form giving consent and specifying dosage and frequency required. School will not administer medication without this.
- The school is unable to take responsibility for any medicines left on the premises. Parents are asked to collect medicines from the office at the end of the day.

Long Term Medication

- It is the parents' responsibility to inform school in writing if their child has a long-term medical condition. This is normally detailed on the school Admission Form. Should a child develop a condition following their enrolment they should inform school in writing. Parents should supply as much detail as possible.
- All long-term medication, including asthma inhalers and EpiPens must be clearly marked, in the original packaging, with the child's name and instructions relating to use and dosage. School will not administer medication that is where this is not the case.
- Where a Care Plan exists parents should supply school with a copy.
- It is the parent's responsibility to make sure that medication, inhalers and EpiPens are in date and working correctly. They are welcome to come in and check them at any time.
- Children who have an EpiPen / inhaler must have them in school at all times and it is parent's responsibility to ensure that this is the case. They must be taken on school trips, no matter how short the trip is.
- School has an emergency EpiPen and emergency asthma inhalers.

Controlled Medication

- Where school is asked to administer controlled drugs that have been prescribed for a pupil these will be stored securely in a non-portable container with only named staff having access.
- As with all medication a record will be kept of any doses used and the amount of the controlled drug held.

Allergy Care Plans

Ashlands is a nut and seed free site. This includes lunch boxes.

- School lunches at Ashlands are managed by Hutchisons Catering. Hutchisons require a Special Dietary Requirements Form, with supporting evidence, to be completed for all children who have an allergy. Where this is not in place the school will not be able to serve the child a meal and will contact the parent for advice.
- Where a child has an Allergy Care Plan this information is also recorded on Arbor.
- Parents are required to provide the school with sufficient and up-to-date information about their child's medical needs.

Illness and Infection Prevention and Control

- School follows best practice and the latest guidance from the Department of Health and Social Care and NHSE is sought to reduce the risk of the transmission of any infectious agent. Guidance can be found here:

  Guidance on infection control in schools and other childcare settings in Northern Ireland | HSC Public Health Agency (hscni.net)

- We have a 48 hour absence period for sickness and / or diarrhoea in order to minimise the spread to other children and also staff. Please do not send your child back to school until they have been clear for 48 hours from the last occurance, even if they appear fit and well.

Defibrillators

There is a defibrillator at Ashlands located externally, at the front of school on the outside wall of the building to the right of the main school entrance.

Off Site Visits

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit (these are located at the school office).
- Information about the specific medical needs of pupils and related medication (such as EpiPens and inhalers)
- Parent/carer contact details (or ability to contact school office for these)
- A First Aider must always be present on a trip.
- Where Early Years Foundation Stage pupils are taken off site, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework.

Review interval: Every 4 years or when need arises.

Last reviewed: March 2026

Appendix A

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE.

Name of child: ----------

Date of birth: ---------- **Class:** ----------

Details of medication: (name, dosage, possible side effects if known)

Name (in capitals) ----------

Doseage: ----------

Frequency: ----------

I give consent for school to administer the above medicine. I will inform school immediately if there is any change in dosage or frequency or if the medication is to be stopped.

Signed: ----------
Date: ----------

Only medication prescribed by a doctor / dentist will be administered by school. Medication must be in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
Only medication where the dosage requirements cannot be met at home e.g four times a day or required at specific times of the day will be administered by school.
This form will be destroyed one month after the completion of the course of medication.

Record of medication administered

Date	Time	Dose given	Member of staff