



Preesall Fleetwood's Charity CE School

Medicine Policy

Our School Vision Statement

'You are the light of the world. A school built on a hill cannot be hidden.'
Matthew 5:14 (adapted)

We will do our best, be kind, share ourselves with our community and shine from our hill, out into the world. At Fleetwood's Charity, we create a happy caring environment based on Christian Values, where we value every child and encourage them to strive for their highest standards of achievement. We ensure that our young people go into the world as confident, independent, responsible citizens with a love for learning. Our Vision Statement pays homage to our belief that there is something potentially wonderful in each individual, and that this is something to be proud of and share with others.

Medicine Policy

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We are only able to administer medicine that has been prescribed by a GP.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

The parent / carer is responsible for supplying the school with adequate information regarding their child's condition and medication. Staff with children with medical needs in their class should be informed about the nature of the condition and when and where they may need extra attention. All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. At different times of the day other staff may be responsible for children, such as lunchtime welfare assistants. It is important that they are also provided with training and advice. The class teacher must ensure that such information is shared and kept up to date through regular liaison with parents.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings; the Head Teacher is responsible for ensuring all staff understand and follow these procedures and that it is included in induction training for all new staff. The Head Teacher will also ensure that staff receive appropriate training on the policy and are properly supported.

The dedicated person (Claire Brakewell – School Bursar) is responsible for the correct administration of medication. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the dedicated person, the Head teacher is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. Forms are available in the school office and should be given to Miss Brakewell on completion. In her absence they should be given to Mrs Gladwin. The parent must be asked to sign a consent form stating the following information. No medication may be given without these details being provided:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage to be given in the setting;
 - how the medication should be stored and expiry date;
 - any possible side effects that may be expected should be noted; and
 - signature, printed name of parent and date.

Administration of medicines

- The administration is recorded accurately each time it is given and is signed by the designated member of staff. If the administration of medicine is part of a child's care plan, this may be administered by the child's support assistant who will follow the procedures stated in this policy. The medication record sheets record:
 - name of child;
 - name and strength of medication;
 - the date and time of dose;
 - dose given and method; and is signed by designated person

Storage of medicines

- All medication (with the exception of asthma inhalers) is stored safely in the school office or staffroom fridge.
- The child's parent is responsible for ensuring medicine is collected at the end of the day.
- For some conditions, medication may be kept in school. Class teachers / support assistants must check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent. (This also includes inhalers). Parents whose children suffer from asthma will be asked to provide a back-up inhaler to be kept for emergencies in school. When the child moves to another class the class teacher will pass on any medication or information about the child including care plans, to the next teacher.

All medication is to be stored in the school office or staffroom fridge with the exception of asthma inhalers which will be stored safely in the classrooms accessible to the pupils apart from Foundation Stage where access is controlled by staff.

- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- If rectal diazepam is given another member of staff must be present and co-signs the record book.
- Foundation Stage children may not self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their class teacher or other members of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication. Key Stage 1 and 2 pupils may administer their own asthma medication as required but they must inform a member of staff immediately.

Children who have long term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Head teacher alongside the class teacher or SENCO. Other medical or social care personnel may need to be involved in the risk assessment. A care plan for the individual child will be written.
- Parents will also contribute to a risk assessment. They should be shown around the school, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the support assistant's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the support assistant for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication, Inside the box is a copy of the consent form and a record sheet to record when it has been given, with the details as given above.
- On returning to school the medicine record sheet is put into the medicine record folder and the parent signs it.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and name of the medication. Inside the box is a copy of the consent form signed by the parent.

Staff training / updates

- All staff are encouraged to do Paediatric First Aid training.
- Staff are updated on policies and procedures related to medicines annually or more often if required.

Review of policy

- This policy will be updated annually through consultation with staff and pupils and in accordance with county guidelines and it will be agreed by the Governors.

DATE REVIEWED: 1st September 2026