



Medication Policy

Rationale

This school recognises that it should be the exception rather than the rule for prescribed medicines to be brought into school. Parents should be advised that a request to administer medicines at school will only be considered after all other options have been explored. Some children have specific medical conditions that may require emergency treatment e.g. severe allergic reactions, eczema etc. Pupils with such conditions are regarded as having health care needs.

Aims

This policy aims to provide clear guidance and procedures to staff and parents when it is necessary to administer prescribed medication to a pupil. Unless children are acutely ill they are encouraged to attend school. We will ensure that whenever possible, children with medical needs are not excluded from education or activities.

Procedure

- On the child's admission to the school the parent will be asked to give details of any medical conditions their child may have.
- Parents will be encouraged to ask the child's doctor to prescribe medicines which can be administered outside of school hours wherever possible.
- *As a school, we are aware that GP surgeries are increasingly advising parents to purchase certain medications over the counter, without a prescription, in order to ease pressure on the NHS. In these cases, we will accept medications such as paracetamol and antihistamines for allergies, provided that parents take full responsibility for supplying us with clear information about the reason the medication is required and give explicit consent for its use. Please be aware that his decision is solely a discretionary one undertaken by the Headteacher.*
- Children with specific medical needs will have an individual health care plan drawn up in partnership with parents, medical professionals and school staff.

- No medication will be administered without written permission from the parent.
- Medication should be handed over by the parent to a member of the office staff with the completed consent form. This form will then be checked and authorised by a member of the Senior Leadership Team.
- A record will be kept of any medication administered to a pupil.
- The administering of prescribed medication by school staff is an entirely voluntary one unless specifically stated in the contract of employment.
- Members of staff who volunteer to administer medication will receive the appropriate training.
- Training will be updated regularly.
- The medication should be in the original container dispensed by the chemist and must be clearly labelled with:
 - Childs name
 - Name of medicine
 - Dosage
 - When to be given
- It will be parent's responsibility to ensure that there is sufficient medicine to be administered and that it is within the expiry date.
- It is parent's responsibility to dispose of medication.

Topical emollients/creams for skin conditions

- As a school, we recognise that some children may need to apply prescribed emollients/creams for skin conditions such as eczema throughout the day. A request form will still have to be filled in by the parent/carer.
- Older children are expected to apply this medication independently under the supervision of an adult.
- Younger children will be encouraged to do this also unless they are having difficulties in which case an adult can assist but only after consulting with the school nurse.
- Chronic eczema will need to be referred to the school nurse and a care plan drawn up to ensure that pupils who are experiencing significant physical discomfort as a result of their condition and, as a result their readiness to learn is being compromised, have the support they need.

Allergic Reaction Medication

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. If the pupil has a known allergy we will:

- Request an individual health care plan be drawn up.
- Provide a care plan card. This card will be displayed on the medical information board in the staffroom and in the pupil's classroom with

parental consent. It will contain all the information necessary for dealing with a medical emergency.

Storage of medication

- We will request that parents provide the prescribed medication in its original packaging, clearly labelled with the child's name.
- Inhalers and Epi-pens (**auto-injectors**) will be stored in a medication bag in the pupil's classroom and will be easily accessible.
- This medication bag will follow the children through their school day so that their medication is always accessible.
- It will be a parent's responsibility to provide medication that is within the expiry date and to ensure new medication is provided before the medication expires.
- Medication that is kept in school, will be checked each half term to ensure it is in date and parents will be notified when it needs replacing.
- All staff will receive regular and updated training on administering an epi-pen and an inhaler.
- In the event of an epi-pen having to be administered and ambulance will be called for.

School trips and visits

Pupils with medical needs will be encouraged to participate in all school activities.

- Medication must be taken on all school trips.
- At least one member of staff must be prepared to voluntarily administer medication in the event of an emergency.

EMERGENCY MEDICATIONS

AUTO-INJECTORS

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 allowed schools to obtain, without a prescription, adrenaline auto-injector (AAI) devices, if they wish, for use in emergencies. (Department of Health, 15th September 2017)

- **Emergency auto-injectors are kept in the first aid cupboard (clearly labelled) in the staffroom.**
- **These are only to be used for children who already have an auto-injector and may need another dose or whose AAI is faulty.**

For further information please click on link:

file:///H:/Downloads/Adrenaline_auto_injectors_in_schools.pdf

SALBUTAMOL INHALERS

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. (Department of Health, March 2015)

- **Emergency inhalers are kept in the first aid cupboard (clearly labelled) in the staffroom.**
- **These are only to be used for children who already have a prescribed inhaler and whose parents have given written consent. (Consent folder kept with emergency inhalers)**

For further information please click on link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

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Review:

Tahiera Ali (Lead Medical LSA)