



CLARENDON PRIMARY SCHOOL
Together we shine



Administering Medicines Policy & Protocol

Reviewed:	Curriculum Subcommittee
Agreed (FGB):	Spring 2026
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Headteacher:
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Administering medicines and supporting children with health care needs in school policy

Rationale

The policy aims to ensure that all children at Clarendon are able to access their education in a supportive environment, which will be sensitive to any medical needs. It identifies the roles and responsibilities of school, parents and children. Effective communication and co-operation between home and school will enable this to be achieved.

It is the responsibility of parents to ensure that their child is kept at home if they are unwell.

Aims

- To identify the roles and responsibilities of parents, staff and children.
- To identify how children with long-term or complex medical needs will be supported.
- To establish written agreements prior to any medication being given.
- To identify situations and establish procedures for children to carry and take their own medication.
- To establish efficient and effective record keeping systems.
- To establish and communicate arrangements for the access, storage and disposal of medication.
- To establish and communicate emergency procedures.
- To identify the training needs of staff in supporting children with medical needs.
- To establish and make available systems for parents to provide the school with up-to-date information about their child's medical needs.
- To establish procedures for observing and reporting any child's whose health appears to be deteriorating.

Procedures

Short Term Medical Needs

- Children should be kept at home if unwell.
- Staff will not administer medication for short - term sickness.
- Parents should request that their Doctor prescribes medication to fit around the school day whenever possible.
- Staff will administer medication to children if for example the child has returned to school and is required to complete a course of antibiotics.
- If a child has mild symptoms that may improve from a dose of paracetamol / Calpol, school will contact the parent and ask if they wish for this to be administered. It will only be administered with consent from the parent / legal guardian.
- If a child has had paracetamol / Calpol in the morning and needs another dose at lunch time the parent can either come in to school to administer this or sign a consent form in the morning to say that they wish for the medication to be given if the child remains unwell (form attached). The form will stipulate the time that the child last had the medication and will last for 24 hours. Parents should not rely on school administering the medication and need to sign a new form for subsequent days.

Long Term Medical Needs

- It is important that school is informed of any medical needs before a child starts school or as soon as possible following concerns or diagnosis.
- It is important for school to have sufficient medical information to ensure that the child's medical needs can be met.
- School will draw up a Health & Care Plan with parents and relevant Health Care Professional. Agreement will be reached about the nature and additional level of support and supervision that school can provide.
- Where there is concern about the ability of school to meet particular medical needs, or where expectations go beyond what school considers reasonable, the Headteacher will seek advice from relevant professional which may include the school nurse and the child's GP.
- Special arrangements may be made for children who attend hospital regularly as in-patients. This may include the Hospital and Home Education Service.

Individual Pupil Health Care Plan

The Individual Health Care Plan will be drawn up in consultation with parents and Health Care Professionals and will include

- Information about the child's condition;
- Medication name, dosage and timing;
- Side effects of any medication;
- Particular procedures, dietary needs, precautions;
- What constitutes an emergency for the child;
- What to do in an emergency;
- Who to contact in an emergency;
- The role of school and other agencies.

Self-Management of Medication / Procedures

Children will be allowed to manage their own medication whenever possible.

When a child administers their own medication, he/she will be supervised by a member of staff.

Refusing Medication

School staff will not force children to take medication. If a child refuses to take medication parents will be contacted and the emergency services called if necessary.

Administration of Medication by School Staff

Teaching staff are not required to administer medication or treatment as part of their usual duties. It is a **voluntary** role and teachers can alter their decision to administer medication or treatment at any time. Office staff & SLT will administer medicine.

Day to day decisions about the administration of medication and treatment is the responsibility of the Headteacher.

- The Headteacher's consent must be sought if teachers volunteer to assist children with their medical needs;
- Appropriate support and training will be arranged where necessary;
- Teacher's who have children with additional medical needs in the class will need to be informed in detail of the day to day implications of the condition and what procedures are in place in school;
- The child's parents and Health Care Professionals will provide the information, which will be kept in the Headteacher's office or on the child's BROMCOM / CPOMs record;

- Staff will be informed of what constitutes an emergency for any child with additional medical needs;
- Back up cover will be arranged for the absence or unavailability of designated members of staff who are responsible for administering medication or treatment;
- Medicine will be administered if a GP has prescribed it, a medication form has been completed by the parent and handed into the Office & if the medication is required three times or more per day / states that it needs to be taken with food.

Confidentiality

Medical information will be treated confidentially. However, it will be essential to share some information to support the child in the most appropriate way. On receipt of information the Headteacher / member of SLT will:

- Agree with the child and/or the parent who else in school will be informed of the medical condition.
- Agree with the child and parent who else in school will have access to medical records and information kept in school.
- Explain to parents that if information is withheld from relevant school staff they cannot be responsible if they act incorrectly in good faith.
- Each classroom and staff area (Office, Kitchen, Staff room etc) has a Cupboard that is labelled 'Medical Information.' On the inside of each cupboard (out of view for GDPR purposes) are yellow A4 sheets that contain information on regarding medical conditions & allergies that children may have. These are updated at least annually.

Record Keeping

Parents are responsible for supplying information and for letting school know of any change in circumstances of regime, which may impact on school's ability to support their child.

The parent or doctor should provide written details, which include

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Any other treatment
- Any side effects

School Trips

All children are encouraged to take part in school trips. Arrangements for taking medication will be taken into consideration. It is important to note that

- School staff and Activity Centre Staff if appropriate, must be made aware of any medical needs and relevant emergency procedures. All of this information should be on the EVOLVE Risk Assessment;
- Additional staff may be required to accompany the child;
- Where staff are concerned about issues relating to the child's safety and staff's ability to meet the needs of the child, advice will be sought from relevant agencies.

Sporting Activities

Most children with medical conditions can participate in PE and Games. The curriculum is flexible enough to accommodate a range of needs and abilities. Physical activity can be beneficial to social and mental health and well being in addition to physical health.

- Advice on the suitability of particular activities will be sought and any restrictions set out in the individual Health Care Plan;
- Staff supervising sporting activities must be made aware of relevant medical conditions and emergency procedures;

- Children who need to take medication before, during and/or directly after exercise must be allowed to do so.

Safety Management

Some medicines may be harmful to anyone for whom they are not prescribed. The Headteacher has a duty to ensure that the risks to the health of others in school are properly controlled.

Storing Medicines

When storing medicines the school must not store large quantities of medication. Parents will be requested to supply the required daily/weekly dose. The procedures for the storage of medication are as follows.

- The Headteacher is responsible for ensuring that medicines are stored safely;
- Parents are responsible for supplying medicines and for collecting them at the end of the course of treatment;
- Medication must be supplied in an appropriate container, preferably the original container, and must be labelled by the parents with the child's name, the name and dose of the medication and the frequency of administration. If the medicine is an inhaler and requires a 'spacer' it is the parents responsibility to ensure that it is kept clean;
- If a child needs more than one prescribed medication, each one should be in a separate container with the correct labelling;
- It is unwise for non-health professional to transfer medicines from their original containers. Parents should request that the GP prescribes medicines in appropriate size containers to minimise this and enable original containers to be brought in to school;
- Medicines will be kept in a secure place, in a locked cupboard in the main office. For medication that requires to be kept in a fridge, there is a fridge in the Hygiene Suite that is for medicines and medical equipment only;
- All staff will be informed of the location of all medication in the event of an emergency;
- Children must know where their medication is stored and the arrangements for accessing their medication, they should always be supervised when accessing their medication;
- Some medication, such as asthma inhalers, must be readily available to children in class, while travelling off site etc. and should not be locked away. If a child requires their inhaler whilst at school, details will be recorded both in the home/school planner and in school. It is the parent's responsibility to check that the inhalers are in date. The office stores an emergency inhaler which can be used by someone who may have misplaced or forgotten their own inhaler;
- With prior arrangement with parents, children will be allowed to carry their own asthma inhalers around school with them. The inhalers must be labelled with the child's name.

Access to Medication

Children must be supervised by an adult when collecting / taking medication. The exception is inhalers, which may be carried and administered by individual children.

Disposal of Medicines

School staff are not allowed to dispose of surplus or out-of-date medication. Parents are responsible for the disposal of surplus or date expired medication and should collect it from school at the end of every term or sooner if appropriate.

Hygiene and Infection Control

- All staff must follow basic hygiene protocols;
- All staff must wear protective, disposable gloves when dealing with blood or body fluids;
- All staff must dispose of gloves, dressings and equipment in a safe manner;

- Staff must wash their hands after disposing of gloves/dressings etc. It is not sufficient to wear gloves, deal with spillages, cuts grazes and the like and just dispose of the gloves;
- Any tubes or equipment used to assist with feeding, urine or bowel management in school is not generally regarded as clinical waste. Double bagging may be required and advice can be sought from the school nurse or a specialist nurse.

Emergency Procedures

All staff must familiarise themselves with procedures for calling the Emergency Services. SLT must always be notified.

- If a child has a yellow medical alert the information on the sheet must be followed, if the child requires further medical assistance, the information on the yellow alert sheet must be shared with the first-aider / medic;
- In addition to accidents or incidents, which can constitute an emergency for any child, some children will be more likely to have individual presentations constituting an emergency for their own particular condition. All relevant staff should be made aware of these individual cases;
- In an emergency the school's first aider must be summoned;
- The Headteacher or a Deputy Headteacher must be informed;
- If a child is taken to hospital by ambulance, he/she must be accompanied by a member of staff who will remain with the child until a parent arrives;
- Children should not be taken to hospital in staff cars unless there are extreme reasons. If this is necessary, another adult must accompany child and staff member. Staff must have public Liability Vehicle insurance.

The role of the Governors

Governing bodies must make arrangements to support children with medical conditions in school, including making sure that a policy for supporting children with medical conditions is implemented. They should ensure that children with medical conditions are supported to enable the fullest participation possible in all aspects of school life.

Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to children with medical conditions are able to access information and other teaching support materials as needed.

Consent form for Paracetamol / Calpol to be administered



Name of child: _____ Class: _____

Today's date: ____/____/____ Please circle preferred medicine & dose:

Paracetamol table Calpol : (dose) _____

Reason for administering paracetamol: _____

Time & dose that Paracetamol was last administered: _____

Name of Parent / Guardian: _____ Signature: _____