



The policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continued participation in mainstream schooling.

- Each request for administration of medication to a pupil in school will be considered individually.
- The Head Teacher is responsible for deciding, in consultation with staff, parents, health professionals and the LA whether the school can assist a pupil with medical needs.
- No medication will be administered without prior consultation with, and written permission from the Parent / Guardian. In addition a note from the family GP confirming the child is fit attend school and the necessity for the child to take medication during school hours may be required. This includes throat sweets / soothers Appendix 1
- Medicines will only be administered by staff willing and suitably trained to do so and then only under the overall direction and responsibility of the Head teacher.
- Parents / Guardians must sign the request to administer medication form and “*understand that this is a service that the school is not obliged to undertake, but agree to indemnify the Local Authority and its employees against any claim whatsoever arising as a result to the authority’s agreeing to administer drugs or other medication supplied*”.
- Specific cultural and religious views on a pupil’s medical care will be respected but must be made known to the school in writing.
- Personal Health Care Plans will be written in consultation with the school, parents and medical professionals. A minimum amount of medication required by the pupil, will be held in school to accommodate the needs of that pupil.
- Medication must be delivered to school by the parent or escort (not sent to school in the child’s bag) and given to the Head teacher (or designated person).
- Medicines brought into school, in original packaging and clearly marked with:
 - *The name of the medicine, The pupils name, Dosage (including method of administration and times), Special storage requirements, Expiry date which must be checked before administration.*
- Medicines received will be held securely within the school – (FS2 and KS1 adult room in FS2, KS2 Learning Mentors room). All essential staff will be able to access medicines in case of emergency.
- The school will establish a medication chart, used in conjunction with the pupil’s individual Health Care Plan. Persons administering medication will check medication type is correct then log the time and date and sign the chart before administering medication.
- All pupils with ongoing medical conditions ie asthma, must have a Health Care Plan which is updated annually. (starting FS2 2014).
- Health Care Plans will be updated following any changes in medication requirements or annually if not before.
- During residential school trips and visits off school site, sufficient essential medicines and trained staff will be taken and controlled by the member of staff leading the party. If additional supervision is required during activities such as swimming, the parent may be required to assist by escorting their child.
- The disposal of bodily fluids and clinical waste is in accordance with individual Health Care Plans and risk assessment Service Children’s Education July 2014. Clearly marked buckets and nappy bins should be used to dispose of bodily fluid / waste. Sanitaire should be used to cover vomit.
- Lisa Cook and Sadie Carter have completed 2 day paediatric 1st aid training. An up to date first aid training record shows other staff who have completed 1 day training.
- No aspirin to be given to any pupil unless prescribed by a doctor.
- Where possible parents / carers should ask the doctor for any prescribed medication to be allocated to be given outside of school hours.
- Any medication no longer needed should be sent home to parents to dispose of.
- Epi-pens and inhalers should be readily available and not locked away.
- Ordinarily medication should not be visible to pupils; however we recognise that there are some instances where it needs to be seen.

This policy is to be read in conjunction with the Managing Medications procedures in school document.

Reviewed October 2016

To be reviewed October 2018