

# The Willows School Academy Trust



## Medication Policy

Reviewed: October 2024  
Next Review: October 2025

# Medication Policy

## Contents

### 1. 1 Aims and Objectives

## 1 Aims and Objectives

The Willows School Academy Trust aims to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. We also ensure that all children are given the opportunity to participate fully in all aspects of school life, including Physical Education (PE), Science, educational visits, outings, field trips and extracurricular activities. This is in line with our Special Educational Needs and our Equality, Diversity and Inclusion Policies.

Any medicines stored and administered within school are handled in a safe and monitored environment. This policy has been written using guidance from the DFES notes “Managing Medicines in School and Early Years Settings” from March 2005 and guidance put forward by the local authority.

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled asthma, epilepsy or cystic fibrosis.

***In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.***

## **2 Known Medical Conditions**

Parents / Carers have the prime responsibility for their child's health and as such, should provide The Willows with information about their child's medical condition, either upon admission or when their child first develops a medical need.

A Healthcare Plan must be completed by Parents / Carers, Health Professionals and school staff and should include the following information:

- Details of a child's condition  
Special requirements (e.g. dietary needs, pre-activity precautions)
- A list of medications  
any side effects of the medications
- What constitutes an emergency
- What action to take in an emergency  
What not to do in the event of an emergency
- Who to contact in an emergency

The role the staff can play

- A list of all children with in a class with any known medical condition will be placed in each classroom
- A central register will be placed in the office to ensure that all teaching staff, lunchtime supervisors and support staff have access to the information
- When supply staff are asked to cover a classroom, it will be the responsibility of the member of staff showing the supply teacher to the room information on the list and where medications are kept

### **Roles and Responsibilities for Medicines**

#### ***School Staff***

Some teaching unions advise school staff not to administer medication to pupils; however, they do accept that sometimes it is done. Where this is the case, they advise that the teacher has access to information, training and that appropriate insurance is in place.

In practice, Head teachers may agree that medication will be administered or allow supervision of self-administration to avoid children losing teaching time by missing school.

Where staff do undertake to agree to administer medication:

- Each request should be considered on individual merit and staff have the right to refuse to be involved
- Staff should understand the basic principles and legal liabilities involved and have confidence in dealing with any emergency situations that may arise
- Regular training relating to emergency medication and relevant medical conditions should be undertaken
- Tablets or capsules must be given with a glass of water
- The dose of a liquid medicine must be carefully measured in an appropriate medicine spoon, medicine pot or oral medicines syringe provided by the parent

### ***Parents/Carers***

- Parents should not send a child to school if they are unwell or infectious
- School is **not** an extension of Accident & Emergency – if a child sustains an injury outside of school hours, it is the Parent's / Carer's duty of care to ensure that the child is taken to their local A&E Department or GP
- Where medication is required to be administered by school staff, this must be agreed and the Parent / Carer must sign a Consent Form (***verbal instructions cannot be accepted***)
- If it is known that pupils are self-administering medication in school on a regular basis, a completed Consent Form is still required from the Parent / Carer (***verbal instructions cannot be accepted***)
- Parents / Carers need to ensure there is sufficient medication and that the medication is in date
- An appropriate medicine spoon, medicine pot or oral medicines syringe must be provided by the Parent / Carer
- Medication must be replaced by Parents / Carers at the request of relevant school/health professional
- Parents should collect medicines held by the school at the end of each term and are responsible for ensuring that expired or out of date medicines are returned to a pharmacy for safe disposal

## **Medicines in School**

### **4.1 *Storing Medicines***

- All medicines will be stored in a locked cabinet during the day or a locked fridge where necessary
- When items such as asthma inhalers and Epipens need to be readily available to pupils at all times, these will be kept in clearly named zipper bags in the child's classroom
- When Class 1 and 2 drugs (primarily "Ritalin" prescribed for Attention Deficit Syndrome) are kept on school premises, a written stock record is also required in order to comply with the Misuse of Drugs Act legislation

### **4.2 *Prescribed Medicines***

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day
- The Willows School Academy Trust can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration – the following must be clearly shown on the label as follows:
  - Child's name, date of birth
  - Name and strength of medication and dose
  - Expiry dates whenever possible
  - Dispensing date/pharmacists detail
- Some medicines, such as antibiotics, must be taken at a specific time in relation to food – this will be written on the label, and the instructions on the label must be carefully followed
- A record will be made of when the medicine was dispensed
- The Parent / Carer should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff
- Medicines will not be handed to a child to bring home unless agreed as in Self Management below

### **4.3 Non-Prescribed Medicines**

Non-prescribed medicines should be treated and stored in exactly the same way as prescribed medicines.

- It is not recommended that the school keeps stock supplies of non- prescribed medicines such as analgesics (painkillers) for potential administration to any pupil
- Where these are required, we will only administer non-prescribed medicines (e.g. Calpol) which have been provided by Parents / Carers with clear dosage instructions and signed a Consent Form
- Over-the-counter medicines (e.g. hayfever remedies) should be accepted only in exceptional circumstances, and can only be administered when provided by Parents / Carers with clear dosage instructions and signed a Consent Form
- ***The school is unable to administer any medicines that contain Ibuprofen or Aspirin***

### **Staff Training**

- Any staff required to administer medicines will receive training to do so
- All staff will receive annual refresher training on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis

### **Self-Management**

Older pupils with a long-term illness should, whenever possible, assume complete responsibility for their medication, under the supervision of their Parents / Carers.

It should be noted, however, that children develop at different rates and so the ability to take responsibility for and to manage their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made.

There may be circumstances where it is not appropriate for a child of any age to self-manage. Health Professionals need to assess,

with Parents / Carers and children, the appropriate time to make this transition.

Where it is appropriate for pupils to self-manage, Parents / Carers will be required to complete a “Self Management” form which will detail where the medicines are to be stored during the school day.

## **7 Refusal of Medicine**

If a child refuses to take medicine, we will not force them to do so, but this will be recorded.

- If a refusal to take medicines results in an emergency then our emergency procedures will be followed
- Parents / Carers will be informed on the same day

## **8 Educational Visits**

In line with The Willows Primary School’s Academy Trust Special Educational Needs and our Equality, Diversity and Inclusion Policies, we will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits.

Educational Visits include any outing from school, both residential and Non-residential, for the purposes of this policy.

- Risk assessments will be undertaken and will allow for children with medical needs
- Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures
- A copy of any Health Care Plans will be taken on visits in the event of the information being needed in an emergency
- On occasion it may be necessary for a school staff to administer an over-the-counter medicine in the event of a pupil suffering from a minor ailment (e.g. a cold, sore throat or for travel sickness) whilst away on an Educational Visit – in this instance:

The Parental Consent Form (EV4) will provide an “if needed” authority

Any such requirement should be confirmed by phone call from the Group Leader to the Parent / Carer and a written record kept with the visit documentation (this action has been agreed by the Council’s Insurance and Legal Sections)

□ If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the School Health Service or the child's GP

## **Sporting Activities**

In line with The Willows School Academy Trust Special Educational Needs and our Equality, Diversity and Inclusion Policies, we will make reasonable adjustments to enable children with medical needs to participate fully and safely in physical activities and extra-curricular sport.

For many, physical activity can benefit their overall social, mental and physical health and well-being.

- There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities
- Any restrictions on a child's ability to participate in physical activity and sport should be recorded in their individual Health Care Plan
- The school is aware of issues of privacy and dignity for children with particular needs
- Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as Asthma inhalers

## **10 Equality, Diversity and Inclusion**

At The Willows, we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life



experiences when devising and implementing school policies and procedures.

## **11 Policy Review**

This policy will be regularly reviewed by the Governing Body and updated in line with The Willows School Academy Trust Policy Schedule.

Signed: Malcolm Shaw  
Headteacher

Bal Grant  
Chair of Governors