



Willow Bank Junior School

Medicine Policy

<i>Version</i>	<i>Last Review</i>	<i>Next Review</i>	<i>Committee</i>	<i>Comments</i>
1.0	January 2013	January 2016	FGB	
1.1	February 2016	February 2019	FGB	Addition of appendices: - Parental consent - Paracetamol consent
1.2	February 2019	February 2022	FGB	Storage of medicines changed to alphabetical boxes rather than by year group.
1.3	February 2022	February 2025	FGB	Update of medicine form for residential trips (appendix). Addition of medicines to be checked by additional adults and quality assurance process.
1.4	February 2025	February 2028	FGB	Process for parents administering medicine and signing the log added

Introduction

The purpose of this policy is to ensure any medicines administered within school are done in a safe and monitored manner. This policy has been formulated using guidance from the Department of Education: *Managing Medicines in School and Early Years Settings*.

Whilst there is no legal requirement for staff to administer medicines, staff are expected to do what is reasonable and practical to support the inclusion and regular attendance of all pupils.

The aims of this policy are to:

- ensure the safe administration of medicines to children;
- ensure the care and support of children with short or long-term medical needs via a management care plan;
- clarify the roles and responsibilities of staff and parents/carers;
- describe the procedures for bringing medicines into school and their storage;
- outline the procedures for managing medicines on school trips.

Roles and Responsibilities

The Headteacher will ensure:

- staff and parents/carers are aware of this policy and that the procedures outlined are put into practice;
- there are sufficient first aiders and appointed persons to enable the school to adhere to this policy;
- staff receive appropriate support and training;
- this policy is reviewed regularly.

Staff will ensure they:

- follow the procedures outlined in this policy, using the appropriate forms;
- complete a management care plan, when necessary, with parents and relevant healthcare professionals;
- retain confidentiality, sharing medical information as necessary to ensure the safety of a child;
- take all reasonable precautions to ensure the safe administration of medicines;
- contact parents/carers with any concerns without delay.

Parents/Carers will:

- give adequate information about their child's medical needs prior to starting school and as they arise during their time at Willow Bank;
- follow the school's procedures for bringing medicines into school;
- ensure that medicines are labelled clearly with the child's name and dosage instructions, in date and that asthma inhalers are not empty;
- be responsible for the safe disposal of expired medicines.

Attendance during/after illness

Children should not be at school when unwell, other than with a mild cough or cold. School staff can advise parents/carers on the recommended exclusion timescales for common childhood illnesses.

Children with symptoms of vomiting or diarrhoea must keep away from school until they are clear of symptoms for 48 hours.

Safe Administration of Medicine

Medicines should only be brought into school when it would be detrimental to the child's health if the medicine was not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school. (*Government advice on medicines that need to be taken three times a day is that it can be taken in the morning, after school and at bedtime.*)

The school will only accept medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

All medicines, accompanied by a completed parental consent form, must be brought to the school office by an adult. Consent forms can be obtained from the office or downloaded from the school website. (See Appendix 1.) **Medicine cannot be administered without written consent.**

Administration of medicines by staff will be recorded on the appropriate form in the Medicines Log. The Medicines Log is also used to store the completed consent forms in alphabetical order. The administration of medicines must be undertaken by two members of staff to check and countersign the dose. Medication procedures will be quality assured by a member of the Senior Leadership Team and logs checked half-termly.

Parents may come to the school office to administer medicines if necessary. The school will keep a record of this and parents will be asked to sign the medicine log.

Storage of Medicine

All medicine must be stored in the school office, within the appropriate box (in alphabetical order). Liquid antibiotics that need to be refrigerated are kept in the medicine box in the staff room fridge. Controlled drugs (e.g. Ritalin) must be held in a locked drawer within the school office.

The parent/carer will collect the medicine at the end of the course of treatment or at the end of the school year for long-term medication (e.g. inhalers). Any medicines that have not been collected at the end of the school year will be disposed of safely.

Refusing Medicine

If a child refuses to take medicine, staff must not force them to do so. The refusal will be recorded in the Medicines File and parents informed immediately.

Educational Trips

The leader of the educational trip is responsible for ensuring arrangements for any child with medical needs are set prior to a trip taking place. This includes taking all relevant medicines, emergency contact details and management care plans on the trip.

For residential trips, parents will be given the option of giving their consent for staff to administer paracetamol suspension (e.g. Calpol) or ibuprofen suspension (e.g. Calprofen), provided by the school, if needed during the trip. (See Appendix 2.)

The leader will ensure all medicine is administered at the appropriate time and recorded in the medicine log.

Training

Appointed first aiders will receive appropriate training from an approved provider, renewable every three years. Staff will receive annual refresher training on the use of Epipens/Jext pens. The school will provide additional training, when appropriate, for a child's known medical condition (e.g. diabetes, epilepsy).

WILLOW BANK JUNIOR SCHOOL
PERMISSION SLIP FOR THE ADMINISTRATION OF
MEDICINE IN SCHOOL

Name of child:

Name of class teacher:

I give permission to staff at Willow Bank Junior School to give my child the medicine as detailed below:

Name of medicine including any special instructions:

Time of dosage:

Amount of dosage:

Signed:

(Signature of Parent/Guardian)

Date:

Please ensure that all medicines are handed into the school office, with this permission slip completed and signed. All medicine must be clearly marked with the child's name.

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**Permission for the School to give Calpol
(paracetamol suspension)
during the Wales Residential Trip – May 20XX**

This consent is for the named child to be given a dose of paracetamol if necessary after every effort has been made to ease their pain. If the child still complains of pain even after having a drink, sitting quietly or lying down for a while, we will give a dose of paracetamol. (The dose will be the recommended dose for the child’s age.) A written record will be kept when the paracetamol is given.

It is a legal requirement that the school has written permission from parents before paracetamol is given. Therefore, please complete and return this form to school by Friday XX May if you wish your child to receive the school’s Calpol or Calprofen, when necessary, during the Wales trip.

Full name of child:	
Date of birth:	
<ul style="list-style-type: none"> • I give permission for my child to be given Calpol / Calprofen (delete as appropriate) to alleviate his/her suffering if he/she should become ill during the Wales residential trip. • My child does not suffer from any allergy that might cause an adverse reaction to occur. 	
Signature of Parent/Guardian:	
Date:	