

# Ightham Primary School



## Medicines in Schools Policy

Review details:

Next Review Date	July 2023
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Version	Ratified by	Date	Signed
4.0	Full Governing Body	7 <sup>th</sup> July 2022	

Ightham Primary School  
Medicines in School Policy  
Supporting Pupils with Special Medical Needs

**Definition**

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities whilst they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

**Rationale**

LAs and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice from the DfE document Supporting Pupils at School with Medical Conditions which encourages self-administration of medication when possible. Contact details for our School Nurse are available from the school office.

### **Aims**

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the DfE guidance for Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

### **Entitlement**

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

### **Expectations**

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;

## Policy for Medicines in School at Ightham Primary School

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- medication will only be administered in school when absolutely necessary; wherever possible, medicines should be administered by a parent/ carer at home. For example antibiotics required three times a day can be given before school, after school and before bedtime;
- the school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil;
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately;
- certain medicines may no longer be prescribed if they can be bought 'over the counter' (OTC) in shops and pharmacies. GPs would not normally prescribe simple OTC medications for any patient, including children, and a doctor's prescription should not therefore be required before administering such medicines to a child. The Medicines and Healthcare products Regulatory Agency (MHRA) licenses all medicines and classifies them as OTC when it considers it safe and appropriate that they may be used without a prescription. It is therefore appropriate for OTC medicines to be administered by staff when authorised by parents, when parents consider it necessary;
- medicine, both prescription and non-prescription (over-the-counter OTC) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. The school will keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable of the time and dosage given and of any side-effects that may have occurred;
- a child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed when the dosage in school was given;
- medication cannot be given on a "when required" basis;
- any medication brought in must be in its original container. For prescribed medicines the dispensing label must be intact. It is the parent's responsibility to inform staff of any special requirements for storing medication;
- it is the parent's responsibility to inform staff of any special requirements for storing medication;
- it is the parent's responsibility to collect any remaining medication and dispose of any unwanted medicines;
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Policy into Practice**

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.