

Lacey Green Primary Academy

Medicines in School Policy

Policy Reviewed and Agreed: September 2024



To be read in conjunction with the First Aid policy. Written in accordance with DfE Supporting pupils at school with medical conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015.

Children who require medication during school hours.

Appointed staff can give medicines to children only if the child's parent has filled in a consent form and the medicine is clearly marked with the child's name.

- Medication must be in the original container.
- One appointed person will be allocated to give the medication.

Non-prescription medicines **must not** be given at school. (With the exception of Paracetamol based medicines and antihistamine).

Paracetamol based medicines and antihistamine must only be given with the consent of a parent. Consent must be sought each time via discussion with parents.

Ibuprofen and Aspirin are never given to children at school unless prescribed by a doctor.

Parents should give medicines and consent forms to the office staff in the morning and collect it after school. Children are not allowed to collect the medicine unless with a responsible adult.

Medicines are kept in the fridge/cupboard in the first aid cupboard in the main staff cloakroom.

Medicine labels must be checked before they are administered.

The medication Log Book (located in the file in the First Aid cupboard) should be completed after the appointed person has given the medication.

If it is imperative that a child receives medication at a particular time or in a particular way, school cannot be held responsible, and the parent will be asked to come into school to administer the medication.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Children who require on-going and/or medication for more serious medical needs will be assigned a trained member of staff who will administer medications regularly.

Health Care Plans will be written in conjunction with the medical professionals, school and parents for a child with on-going or more serious medical needs.

The details of children with serious medical needs are displayed in the Staff room and in the case of food allergies, in the school kitchen.

Children's medication will be carried by and administered, on school trips, by a named member of staff.

ASTHMA

Children with asthma need quick access to their medication. Clearly named inhalers are kept in the Asthma bags in each classroom.

Children may need reminding to use inhalers before PE etc.

Teachers need to ensure that children's inhalers are available on school trips/sporting events.

If school is notified that a child has Asthma, a Health Care plan will be written by the parent and school which will record in detail the needs of the child.

STAFF TRAINING

If a child has on-going medical needs and requires regular and/or specialised medical support, training will be sought by school from the relevant health authority for at least two members of staff.

Staff members **will not** undertake any medical duties without appropriate training.

See Appendix 1: Request for the School to Give Medication, and
Appendix 2: Health Care Plan

The Principal and Governors reserve the right to withdraw this service at any time.

This policy will be reviewed and updated when any new guidelines and legislation are issued by any relevant bodies or where the Academy feels is necessary.