



Oaklands Primary School

Managing medicines in school and
supporting children with medical needs

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1 Introduction

This policy has been written in consultation with governors and reflects good practice.

It should be read in conjunction with the following documents in school:

- Managing Medicines in Schools and Early Years Settings
- Supporting pupils at school with medical conditions
- Managing Medication in Schools
- Risk assessment for Administering Medication
- Health & Safety Policy
- Behaviour Policy which incorporates Physical Restraint Policy

2 Aims

At Oaklands School we are committed to ensuring the safety of all children. The aim of this policy is to provide a clear framework regarding the administration of medicines, which is understood and adhered to by all.

3 The Framework

Our policy is based on the DfES Policy guidance document 'Managing Medicines in Schools and Early Years Settings' March 2005.

4 Consequences

The School Health and Safety Policy makes reference to the school's arrangements for managing the administering of medications. There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances.

The school does not accept responsibility if dosage times are missed.

5 Medicines which need to be taken during the school day

The school will supervise children taking medicines during the school day if it is essential that the child requires it. The staff will make a record when the medicine has been taken.

Parents will need to fill out a separate authorisation form for each medicine. No medication will be permitted on the school premises unless there is written parental consent stating the name of the pupil, the medication and the frequency and dosage to be administered. Pupils must not be given any medicines unless by written parental request. Written agreements in place between parents and school are reviewed periodically. Children may not take or carry medicine themselves. Unless agreed by The Headteacher, no pupil may

take non-prescribed medication at school. No child under 16 is to be given medicine containing aspirin.

Where possible parents should ensure that dose frequencies are taken outside of school hours (i.e medicines which need to be taken 3 times per day can be managed before school, after school and before bed). Parents are encouraged to ask the prescriber about this.

Prescription medicine should only be taken into school where it would be detrimental to a child's health if it were not administered during the day. We require the correct dosage in a syringe in a sealed container, with clear instructions. Parents are asked to call the office at the time the medicine needs to be administered.

6 Storage of Medicines

Medicines will be stored in a secure place and those that need to be refrigerated will be stored in the staffroom fridge, clearly labelled. No medicines will be stored in the first aid kits. All emergency medication will be readily available and not locked away.

Inhalers will be kept in the school office and children should go there when they need to take it, so that their condition can be monitored and noted in the file.

Please see separate document attached for further guidance on the school emergency inhaler.

Pupil Epi Pens will be kept in the school office and all staff are aware of this. All staff are fully trained and instructions on use are kept with the Epi Pens.

School emergency Epi-Pens – for further guidance, please see separate documents attached: – “The Emergency Anaphylaxis Kit” and “Dept for Health Guidance on the use of adrenaline auto-injectors in school”

The school office are responsible for keeping a record of expiry dates of the school emergency inhaler and epi-pen.

7 Medication on trips and school outings

A designated member of staff should organise for all medicines required to be taken on the trip as well as the first aid equipment. If there is a child with a severe medical need, the child's Health Care Plan should be taken and the appropriate risk assessment completed.

8 Training

Staff will undertake all specific training required on the administration of medication (e.g epi-pen)

9 Monitoring

Parents are responsible for keeping the school informed about their child's medical needs. The office will keep a check on medicine expiry dates, and parents are responsible for replacing out of date medication, and for collecting medicines at the end of the day (if needed at home).

If staff have concerns about a child's medical condition they will call the parents and if necessary an ambulance. Staff will never take an ill child in their car.

If a member of staff suspects that an illegal drug is being used on school premises they should tell the Headteacher who will then pass the information on to the appropriate agencies. We have a no smoking / no vapour cigarettes policy on the school site. Drug education is taught as part of the science curriculum.

10 Children who have long term or complex medical needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. It is advised that schools draw up a health care plan for such pupils, involving the parents and the relevant health professionals.

11 Record Keeping

The Office will record all details in the folder in the office. If pupils refuse to take medication, school staff should not force them to do so. The school will inform the child's parents as a matter of urgency and if necessary the school will call the emergency services.

12 Review

All staff working in a LA maintained school are covered in respect of public liability insurance while they are acting on behalf of the County Council. This includes any duties that are undertaken to support a healthcare plan.