


<u>Responsible Body</u>	<u>Title of Policy</u>	
<u>Governing Body of Flyford Flavell Primary School</u>	<u>Medical Needs and Administering Medicine Policy</u>	

Last reviewed on Date: 30th January 2025

Next Review Date: 30th January 2028

Signature..... (Chair of Governors)

Print Name.....

Medicines in School Policy The Legal and Contractual Position

There is no legal duty that requires schools to administer medicines. However in order to support families and achieve good levels of attendance, trained first aiders may administer medicine to children with parental permission. Parents are required to sign permission slips which are kept in our office. First aid trained staff will administer both prescribed and non prescribed medicines.

Prescribed Medicine.

Staff administering medicines should do so in accordance to the prescribers instructions. Staff managing the administration or supervision of medicines should check:

Parental permission obtained
Child's name
Prescribed dose
Expiry date
Dispensing instructions

If staff have any concerns administering medicine to a particular child the issue should be discussed with head teacher, SENDco, parents or medical prescriber. Medicines should be received from and returned to a responsible adult only.

Non-Prescribed Medicine

With parents permission, we will administer over the counter childhood medicines provided by school such as calpol, piriton, bonjela etc. Having sought parental permission, we will only administer non-prescribed medicines if school first aiders are confident that there are no serious health concerns and pupil/s are well enough to remain in school.

Staff managing the administration or supervision of medicines should check:

Parental permission obtained
Recommended dose
Expiry date
Written instructions

Parents/Carers will be informed of time and dosage of non-prescribed medicines.

Healthcare Plans

The main purpose of a healthcare plan for a child with medical needs is to identify the level of support needed. Not all children require a healthcare plan. Healthcare plans will be put in place for a child with a significant medical need where staff may need to administer medication. Healthcare plans will be formulated in conjunction with parents and medical staff. Healthcare plans will be added to the school management systems and secured safely in classrooms and medical room. Training, such as epi pen training, will be undertaken by staff in order to meet the needs detailed in health care plans when appropriate.

Safety Management

Most medicines will be kept in a lockable cupboard in the medicine room. Medicines that require refrigerated storage will be stored in the fridge in a lockable box. A witness will watch a first aid trained member of staff administer medicine. The details will be recorded in a medical log which will be signed by both members of staff.

Educational Visits

We encourage pupils with medical needs to fully participate in safely managed visits. Reasonable adjustments to this policy will be considered in such cases and may include the necessity for a risk assessment for specific children. Staff supervising school visits will always be aware of any medical needs, medication and relevant emergency procedures.

Sporting Activities

Most pupils with medical conditions can participate in extracurricular sport or PE lessons. Any restrictions on the ability of a pupil to participate in PE should be included in their individual healthcare plan.

Emergencies

All staff should know how to call the emergency services (999) and know who is responsible for carrying out first-aid and administering of medication in the school. A pupil who is required to be taken to hospital by ambulance should always be accompanied by their parent or a member of staff who should remain until the parents/carers arrive.

Useful Links

- [**Special educational needs and disability code of practice 0 to 25**](#)
- [The early years foundation stage](#) - sets out specific requirements on early years settings in managing medicines for children under 5 years of age
- [Working together to safeguard children](#) - statutory guidance on inter-agency working
- [Safeguarding children: keeping children safe in education](#) - statutory guidance for schools and colleges
- [Ensuring a good education for children who cannot attend school because of health needs](#) - statutory guidance for local authorities
- [Drug advice for schools](#) - published by DfE/Association of Chief Police Officers, this document provides advice on controlled drugs
- [Home to school transport](#) - statutory guidance for local authorities
- [Equality Act 2010: advice for schools](#) - to help schools understand how the Act affects them
- [School Admissions Code 2012](#) - statutory guidance that schools must follow when carrying out duties relating to school admissions
- [Health and safety](#) - advice for schools covering activities that take place on or off school premises, including school trips
- [Alternative provision](#) - statutory guidance for local authorities and headteachers and governing bodies of all educational settings providing alternative provision
- [First aid](#) - departmental advice on first aid provision in schools
- [Automated external defibrillators \(AEDs\)](#) - how schools can buy, install and maintain an automated external defibrillator
- [School exclusion](#) - statutory guidance for maintained schools, academies and pupil referral units (PRUs)
- [School premises](#) - departmental advice to help schools and local authorities understand their obligations in relation to the School Premises Regulations 2012
- [Mental health and behaviour in schools](#) - departmental advice to help schools identify and support those pupils whose behaviour suggests they may have unmet mental health needs
- [Department for Education](#) - contact details

