



# Medicines in school policy

Date: September 2023

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## Medicines Policy

### **Policy aims**

The main aim of this policy is to support individual children with medical needs to achieve regular attendance.

A second aim is to reduce cross-infection risk between children, to increase whole-school attendance.

A third aim is to ensure that medicines given at school are stored and administered safely.

Parents should not send their child to school if he/she is unwell. Common childhood illnesses and recommended exclusion timescales are listed on the Public Health Agency website.

<https://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-other-childcare-settings-0>

### **Administering medicines**

- No child under 16 should be given medicines without their parents' written consent.
- The school will not be able to store or give medicines that have not been prescribed to a child.(e.g. Calpol, Piriton or cough medicines).

If Parents wish to administer non-prescribed medicines they can make arrangements to come into school to administer these medicines.

- If medicines are prescribed up to 3 times a day, the expectation is that parents or carers will give these medicines outside of school hours.
- If medicines are prescribed 4 times a day, the school strongly encourages parents or carers to make arrangements to come into school to administer these medicines themselves.
- Parents and carers will definitely be required to administer the first 24 hour dose of any new prescription, for example antibiotics.

See 'Request for school to administer medication' in the school office)

Those parents of children attending After School Club should discuss arrangements for administering medicines with the staff. It should be considered whether children are well enough to be at school if they require medicine 4 times a day.

If the school agrees to assist parents and carers to administer a medicine to their child, on a temporary basis, the medicine must be provided in its original container and must have been dispensed by a pharmacist with:

- Name of child.
- Name of medicine.
- Dose.
- Method of administration.
- Time/frequency of administration.
- Any side effects.
- Expiry date. **The form**

'Request for school to administer medication' should be completed in the school office. If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action.

The school will provide blank medicines record forms, and staff must complete and sign one of these forms if they have administered a dose on the parents' behalf. This will demonstrate that staff have exercised a duty of care.

### **Longer term needs**

Where a child has a long term medical need a written health care plan will be drawn up with the parents and health professionals. In this case, school staff will assist with medicines if this is in the care plan

### **Self-Management**

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children keeping their own asthma reliever. Parents or carers must still complete a medicine record form, noting that the child will self-administer and sign the form. The school will store the medicine appropriately.

### **Refusing Medicine**

When a child refuses medicine the parent or carer will be informed the same day.

### **Educational Visits**

It is good practice for schools to encourage children with medical needs to participate in safely managed visits. This will include a risk assessment for such children. All staff supervising a visit should be aware of any medical needs. There will always be a trained First Aider on all school visits. If a child becomes ill on a residential visit then the teacher leading the trip should seek medical advice. Parents should be informed and if necessary children should be collected from that location.

### **Storage and Disposal of Medicine**

The school will store medicine in a locked cabinet, or fridge, as necessary. Medicines that have not been collected by the end of each term will be safely disposed of.

### **Emergency treatment and medicine administration**

The school will call for medical assistance and the parent or named emergency contact will be notified. The Governing Body/IEB will support any member of staff who assists with medicine in a reasonable good faith attempt to prevent or manage an emergency situation, regardless of outcome.