



Chapel Allerton Primary School

Date Written: November 2023

Date Reviewed: September 2026

Medicine Policy

At Chapel Allerton Primary School we are committed to ensuring the good health and welfare of all our pupils. We believe every pupil should be able to participate in all school activities safely. This is the responsibility of every individual employed by or invited to deliver services at Chapel Allerton Primary School.

The aim of this policy is to effectively support individual children with medical needs and to promote inclusion and good attendance.

Administering medication

Chapel Allerton Primary School has taken the advice of the Local Education Authority and the school will not generally administer medicine – except where a child has an illness or disability that requires essential medicine during the school day.

Parents must inform the school about any particular health or medical needs before a child starts attending the school or when a child first develops a medical need.

The school urges parents to keep children at home if they are acutely unwell or infectious.

Non Prescribed Medicines

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

The Head Teacher must approve the administration of the medicine using the designated medication form.

Criteria in the National Standards for under 8s day care providers, make it clear that non-prescription medicines should not normally be administered. Where a non-prescribed medicine is administered to a child it should be recorded on a form such as Form 5 or 6 (MMSEYS appendix) or LEA proforma and the parent informed.

Prescribed Medicines

Chapel Allerton Primary school will generally not administer prescribed medicines. Whenever possible parents should ask their GP to prescribe medication in dose frequencies that allows it to be taken outside of school hours. If this is not possible, a family member should come to school to administer medicines during the school day – ideally during break/lunchtimes. In some special circumstances, staff may administer medicines during the school day, in agreement by the head teacher.

Controlled drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children. The school will keep controlled drugs in a locked non-portable container and only named staff will have access to it. A record will be kept for audit and safety purposes. It is recognized that the misuse of a controlled drug is an offence.

Children with a chronic illness or disability requiring essential medicine

When a child has a long term medical need a written health care plan will be drawn up with parents and health professionals. This will detail the requirements for any administration of medication plus give instructions as to how to manage that child in a medical emergency. In this case, we will administer anti-histamine medication, inhalers, insulin or adrenaline pen as needed in line with the child's agreed healthcare plan.

An emergency poster detailing the child's medical needs will be displayed in classroom cupboards. All staff are made aware of these posters and the child's individual needs.

Storage of medication

All emergency medicine, such as asthma inhalers and adrenaline pens, will be kept in class cupboards in a medical bag, readily available to staff. Inhalers & adrenaline pens will always be available during physical education, sports activities and educational visits. Medical bags are moved and supervised by adults when not in the classroom (such as lunch times).

Other non-emergency medicines (such as eczema creams) will be kept in the classroom cupboards. Medicines must be stored in their original containers and clearly labelled. If a medicine needs to be refrigerated it can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines.

Any medicine which is no longer required by a child in school will be returned to the parent to arrange for its safe disposal (by returning to a pharmacy).

Medication and Educational visits

The medication needs of pupils will be considered thoroughly by staff when conducting an Educational Visits Risk Assessment. This will include the safe carrying of medication and its administration and recording. Staff will be aware of any medical needs of pupils going on educational visits, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.

Responsibilities

The Governing Body will review this policy on a regular basis and at least 2 yearly.

The Headteacher will ensure that this policy is seen and understood by all staff and that the policy is communicated to parents and carers.

This policy has been based on Guidance **MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS** revised by the DCSF and Health Department (2007)