



Policy agreed on:.....9 January 2025.....

Signed:Becky Vousden..... Headteacher

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Chilton Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. The school aims to provide all pupils with all medical conditions the same opportunities as others at school.

General guidelines:

- Medicines should only be taken at school when essential, that is when it would be detrimental to a child's health if the medicine were not administered during the school day.
- Only prescribed medicines will be administered and only when provided in the original container, as dispensed by a pharmacist, and including the prescriber's instructions for administration.
- The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken.
- Wherever possible parents should seek to obtain medicines prescribed in dose frequencies which enable it to be taken out of school hours. The school will administer medicines that are taken four times daily. However, medicines that need to be taken three times a day should be administered by parents/carers in the morning, after school hours and at bedtime.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Roles and Responsibilities of staff:

- Certain members of staff have volunteered to administer medicine to a child, for whom it has been prescribed. These staff have been trained in appropriate procedures for both long-term and short-term medication. The local authority provides full indemnity for this.
- Before administering medicine, the following will always be checked:
 - Child's name
 - Prescribed dose
 - Expiry date
 - Written instructions provided by the prescriber on the label
- All medicines will be kept either in the main office or in the medical room fridge.
- A written record will be kept of all medicine which is administered in school.

Non-prescription medicine:

The school holds an emergency spare EpiPen adrenaline auto-injector and an emergency spare asthma inhaler. These are available for use on children who have been prescribed this medication, or by instruction from the ambulance service/NHS 111.

Aside from the above, non-prescription medicine will not be given to children at school.

Long term Medical Needs:

The school must be informed of any particular medical needs a child may have prior to admission or when the child first develops a medical need. A written health care plan will then be produced for these children, in consultation with parents and the school nurse. All appropriate staff will then be made aware of the contents of this health plan.

Refusing medicine:

If a child refuses to take medicine, staff should not force them to do so, but should note this in the school records and inform parents on the same day.

Parental responsibilities:

- Parents should inform the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. Staff should make sure that this information is the same as that provided by the prescriber.
- It is the responsibility of the parents to ensure that all medicine is in date, especially EpiPens and inhalers.
- Parents requiring their child to have medicine at school must fill in a Parental Agreement form, a copy of which will be kept in the school office.

Educational visits:

- Administering medicines to children will form part of the school's risk assessment that is carried out for each educational visit.
- The details of medication should be filled in on the medical form by the parents. One of the group leaders will then be nominated to collect and administer the medication while away.

Children with Asthma:

There are two types of inhalers:

- Relievers (blue) which are taken immediately to relieve asthma symptoms and are taken during an attack. They are sometimes taken before exercise.
- Preventers which are generally taken out of school hours.

Children who have been diagnosed with asthma need to have immediate access to their reliever inhalers at all times. Inhalers are kept in the school office in a named bag for each

pupil. It is the responsibility of parents to replace inhalers at regular intervals and ensure medicine is not out of date.

Legislation and Guidance:

Disability and Discrimination Act (1995)

Special Educational Needs and Disability Act (2001 and 2005)

Care Standards Act (2000)

Education Act (2006)

Management of Health and Safety at Work Act (1974)