

Medicine Policy for Parents



The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Policy Aims:

- To support individual children with medical needs to achieve regular attendance
- To reduce cross-infection risk between children, to increase whole school attendance
- To ensure that medicines given at school are stored and administered safely.

Please do not send children to school if they are unwell. Common childhood illnesses and recommended exclusion timescales are listed at the bottom of this policy for guidance.

Non-prescribed Medicines

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.) Please make arrangements to come into school if you wish to give your child these medicines.

Prescribed 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.

Please consider whether your child is well enough to be in 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 and must have a label showing:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- The instruction leaflet with prescribed medicines should show any side effects and the expiry date.

The school will provide blank medicines record forms and parents/carers must complete and sign one of these forms if they leave medicine at school.

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.

Refusing Medicine

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

Storage and Disposal of Medicine

The school will store medicine in a safe cabinet or fridge, as necessary. Medicines that have not been collected by parents at 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 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. All members of staff who administer medicine have been first aid trained and have completed managing medicines training in line with current policy.

School Illness Exclusion Guidelines

Please refer to the following guidance for the latest guidelines on absence due to sickness and infectious diseases

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-3-public-health-management-of-specific-infectious-diseases>