Sheriffhales Primary School and Preschool

MEDICINES POLICY

Policy Date: November 2025
Review Date: November 2026

Introduction

Legally, schools are not compelled to administer medication to children, because of the risks involved and possible legal consequences. We will, wherever possible, assist children and parents/carers by administering prescribed medicines in school time in line with the policy.

Aims

• To safeguard against accidents arising from the transport, storage, and administration of medicines.
• To remind parents that it is their responsibility to ensure correct administration of medicines.
• To protect the staff and school and minimise possibility of error.
• To avoid unnecessary exclusion of any child who is fit for school but who is completing a course of treatment.
• To help those children with longer term disorders (e.g. asthma) to take appropriate medicines so they can take as full a part as possible in all school activities. Parents/carers have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school.

Parents/carers should also provide all necessary information about their child's medical needs to the school.

Short term illness

When children are unwell, or, have an infectious illness they should not attend school. School follows the advice from Public Health England when recommending to parents/cares how long a child needs to be absent from school. Children, who have recovered, should return to school as soon as possible, including where they are completing a course of treatment.

Every effort should be made for medicines to be administered at home and not at school. For instance, a course of antibiotics which is to be taken 3 times a day can usually be given to the child: before leaving school in the morning; immediately upon returning home in the afternoon; before going to bed at night.

If it is essential for a child to receive medication during the school day which parents are not able to administer, a Medications permissions form must be completed and given to the school office together with the child's medication, which must be clearly labelled with the medication content and the child's name. There are certain medications which school are not able to administer, such as those requiring intimate care. Other medications, such as fridge-stored antibiotics, can be administered and kept in the school 'fridge. Any remaining medication should be collected by parents at the end of the day, as appropriate

Prescribed medicines (4 times a day)

On occasions when it is impossible for a parent to visit the school to administer a prescribed medicine, the parent may request that a member of school staff administer the medicine during the school day. For safeguarding purposes, the supervision will be overseen by a second member of the school staff. The parent/carer must complete a "Parental Agreement for School to Administer Medicine" form before the medicine will be accepted in school and handed into the school office.

If the school agrees, the medicine must be brought to school by the parent/responsible adult, not the child, and delivered personally to the school office. When parents deliver the medicines school must already have or be given the Request to administer medicines form.
The medicine must be in its original packaging and clearly labelled with;
• The chemist dosage label which includes the child's name, name of the medication, the prescribed dose, and the time of administration.
• The date of prescription (only medicines that are in date will be accepted by school)
• If required, a suitable medicine spoon should be included.
• Medicines will be kept in a locked cupboard (or fridge) in the office/staff room.
• Medicine left at the end of the day must be collected from the school office by a parent/ responsible adult. If children are on a planned school trip a decision will be made as to if they are well enough to travel and take part in the activities.

Long term illness

With certain long-term illnesses or allergies e.g. asthma, it is important that children have their treatment at agreed times through the day, or available for use as needed. If this is so for your child, please:
• Deliver the medication to the school office.
• Inhalers and spacers should be clearly marked with your child's name and will be stored in the class bag/box.
• It is the responsibility of parents to ensure medicines are in date.
• Medicines, such inhalers and Epipens are sent home at the end of each academic year. Parents/carers are responsible for returning them in September and updating any information on their child's Individual Health Care Plan.
• For those children with asthma, please refer to the "Supporting Pupils with Asthma Policy". The school's Asthma Lead is **Mrs Sharron Palin**

Record keeping

Members of staff giving medicine to a child should check the instructions provided by a doctor and record the date, time and dosage writing their name and signing to say they have administered it on the "Parental Agreement for School to Administer Medicine" form. If a child refuses to take medicine as prescribed, the records must state this clearly and the parents/carer must be informed immediately. Children will not be forced to receive medicine if they do not wish to do so. The exception is Epipens.

Self- medication

As children get older and on the advice of health care professionals, it might be appropriate for children to self-administer medicines. The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise. Under no circumstances should a parent send a child to school with any medicines, e.g. cough sweets or tablets.

Sun cream

In warm weather it is advisable that sun cream is applied at home in the morning. This cannot be applied by staff.

Off-site Activities and Trip Arrangements

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for any off-site activities or school trips. A member of staff will be appointed, for the duration of the trip, to ensure there are suitable arrangements for storage and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions. All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term, medical conditions before receiving approval to go ahead from the Head Teacher/Governors**.**

September 2024