



Administering Medicine

The aim of this procedure is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

We acknowledge and believe that children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. The school will ensure that children's health is not put at unnecessary risk from, for example, infectious diseases. They, therefore, acknowledge that they do not have to accept a child in school at times where it would be detrimental to the health of that child or others.

Parents/Carers

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition.

Parents are key partners and should be involved in the development and review of their child's individual healthcare plan and may be involved in its drafting. They should carry out any action that they have agreed to as part of its implementation e.g., provide medicines and equipment and ensure they or another nominated adult are always contactable.

Individual Health Care Plans

The purpose of individual health care plans is to help ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. Not all children will require one. The school, healthcare professional and parents should agree, based on evidence, when a healthcare plan would be appropriate. If consensus cannot be reached, the Headteacher will take a final view.

Where a child is returning to school following a period of education in hospital or alternative education provision, we will work closely with the appropriate agencies and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

We would not necessarily wait for a formal diagnosis before providing support to a child. In cases where a child's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents.

The Child's Role in Managing their own Medical Needs

Wherever possible, children who are competent to manage their own healthcare needs and medicines, in consultation with healthcare professionals and parents, will be encouraged to do so under the supervision of school staff.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.



Managing Medicines on School Premises

- No child under 16 should be given medicines without their parent's written consent on a school 'Permission to Administer Medication Record' form. Forms can be downloaded from our website or provided by the school office.
- Only prescription medicines that are in date, labelled with the child's name, provided in the original container and include instructions for administration will be accepted. This includes Asthma inhalers, EpiPen's, Insulin etc.
- The only non-prescription medicines that can be administered in school are 'Calpol' (liquid paracetamol) and 'Nurofen for Children' (liquid ibuprofen) and their generic equivalents.
- Two members of staff should be present when administering medicine, the first to give the medicine and the second to witness that the process was carried out correctly.
- All medicines must be stored in a secure area out of reach of children
- When no longer requires, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and associated items.
- A record of all medicines administered will be kept and stored.
- Parents will be informed if their child has been unwell at school.