

Medicine Policy

Introduction

At Mayfield Preparatory School, we support the need to ensure that children with medical needs, long or short term, receive appropriate care in school. This policy applies to all pupils in the school, including those in the Early Years Foundation Stage.

Medicines should only be taken to school when essential; that is where it would be detrimental to the child's health if the medicines were not administered during the school day.

Staff will accept dispensed prescription-only medicines; which have been prescribed by a doctor, dentist, pharmacist, prescriber or nurse prescriber.

(taken from DfE and DoH guidance, March 2005)

If a child is registered with a GP practice in Walsall, then a medication such as paracetamol may have been issued under the 'Pharmacy First Scheme'. This is where a suitably trained registered pharmacist may provide advice and medication to a patient should they meet a specific criteria. In this case the medicinal item provided will have a dispensing label on with clear dosage instructions and can then be administered at school, with the parent/carer's written consent (see appendix 1 for the consent form).

This is a local service that helps to support the health and wellbeing of local Walsall residents with minor ailments without them having to book a GP appointment.

Additionally in March 2018 NHS England published guidance to Clinical Commissioning Groups regarding conditions for which over-the-counter (OTC) items (i.e. those medicines that may be purchased from a pharmacy or retail stores) should not be routinely prescribed in primary care.

In support of this guidance, schools and early years settings need to be aware that over the counter medicines (OTC) do not need an Appropriate Practitioner's prescription, signature or authorisation in order for a school to give them, provided that there is written permission to administer the medicine from the parent or carer (see appendix 2 for the consent form).

Purpose

The purpose of this policy is to;

provide clear definitions of roles and responsibilities, and, outline procedures to be adopted for the care and well-being of all pupils.

Parental Responsibilities



Parents should provide full information about the child's medical needs when the child joins school, or as the medical need arises.

Long term medical needs, e.g, asthma should be clearly identified, and arrangements for treatment discussed with the Head Teacher. This information will be recorded on the Health Care Plan. This plan should be reviewed and updated at least annually. Should there be any change in medication regime or diagnosis then the treatment plan should be reviewed as soon as possible with the parents and Head Teacher.

Parents should ensure that the child is well enough to attend school and refrain from sending them when they are unwell.

Parents should follow the agreed procedure (see procedure flowchart) in the event of their child requiring medication to be administered by the school staff, and are responsible for its safe transportation to and from the school each day.

Parents are responsible for ensuring that all medication remains in-date for the period of intended use, e.g, inhalers to treat long term medical conditions.

The school will generate automatic tracked reminders to parents 4 weeks, 2 weeks and 24 hours before a medication is due to expire (see Appendix 3 for reminder templates). The pupil concerned will not be allowed to attend school should any medication exceed its expiry date.

Parental consent is obtained for each administration of medicine and that there is a record that this has been given.

Parents should ensure that any prescription or OTC medication is in date.

In regards to any OTC medication that the manufacturers' instructions on the medicine are in line with what is being requested and the child's name is clearly written on the OTC medicine container

Head Teacher's Responsibilities

The Head Teacher will ensure that all parents and staff are aware of the policy and procedures for dealing with medical needs.

The Head Teacher will ensure that systems for sharing information will be followed.

Responsibilities of Staff Administering Medicines



Staff members who agree to accept responsibility for administering prescribed medicines (except inhalers) will have first aid training and will follow agreed procedures for recording the administration of medicines.

Such staff will receive training in safe administration of medicines from a health care professional.

The school should ensure that parents have provided written permission/consent for staff to administer the OTC medicine and must check that the

- Medication is in date.
- Manufacturers' instructions on the medicine are in line with what is being requested.
- Child's name is written on the OTC medicine container.

Medicines on Educational Visits

We are keen to encourage children with medical needs to participate in safely managed visits. Reasonable adjustments will be made to enable children with medical needs to participate fully and safely on visits.

Health care plans for class members should be consulted at the time of organizing the visit. Class teachers and accompanying first-aiders will together be responsible for the transportation and administration of any medicines required for individual pupils.

Safe Storage of Medicines in School

Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be made readily available to children and should not be locked away.

A few medicines need to be refrigerated such as liquid formulations of antibiotics. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. They should not be stored in the doorway of the refrigerator as the temperature varies in this area as the door is opened, nor at the very back where there is a chance of freezing. In the middle of the shelf is the ideal location. The fridge temperature should be between 2 and 8 degrees.



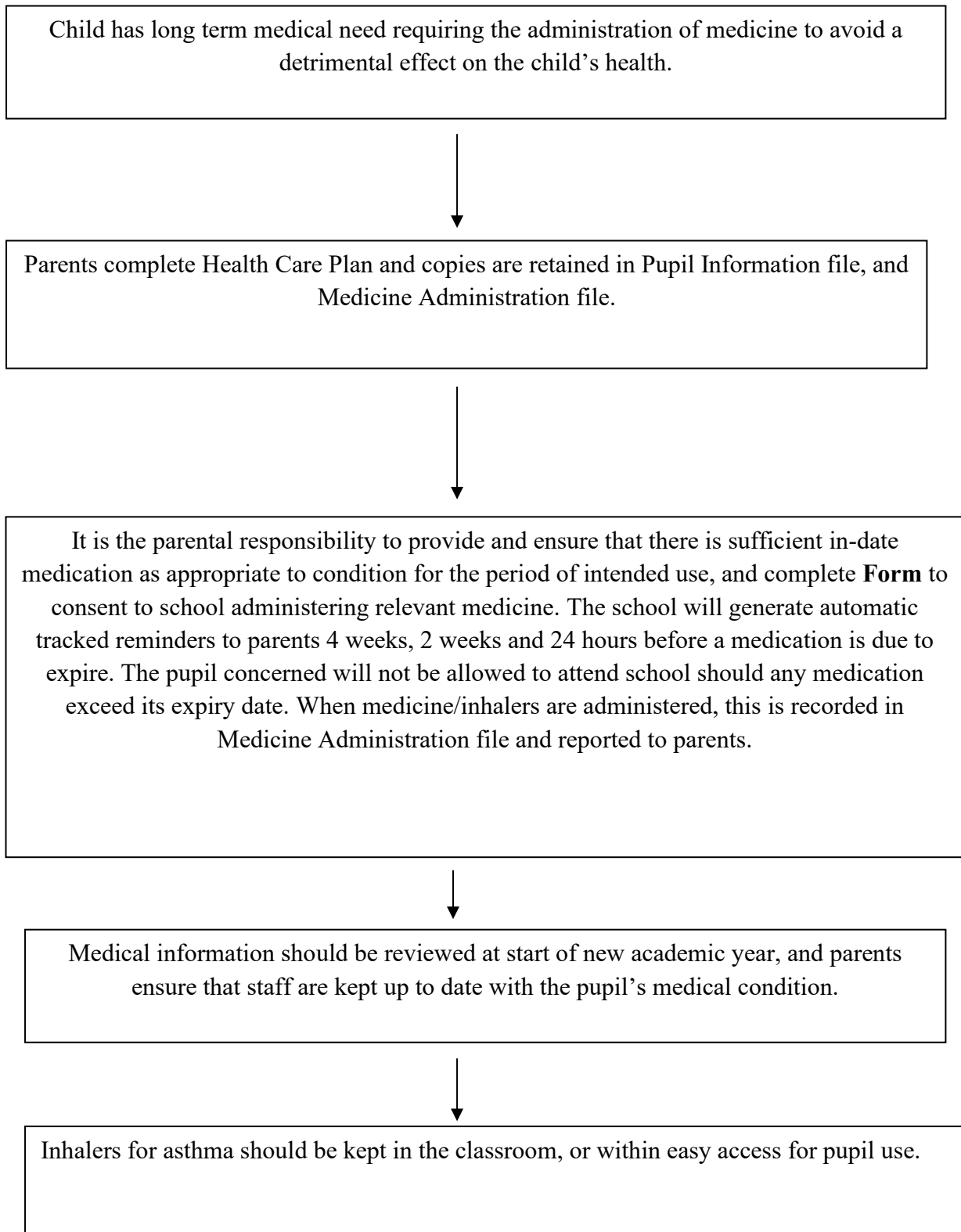
Staff taking medication/other substances

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

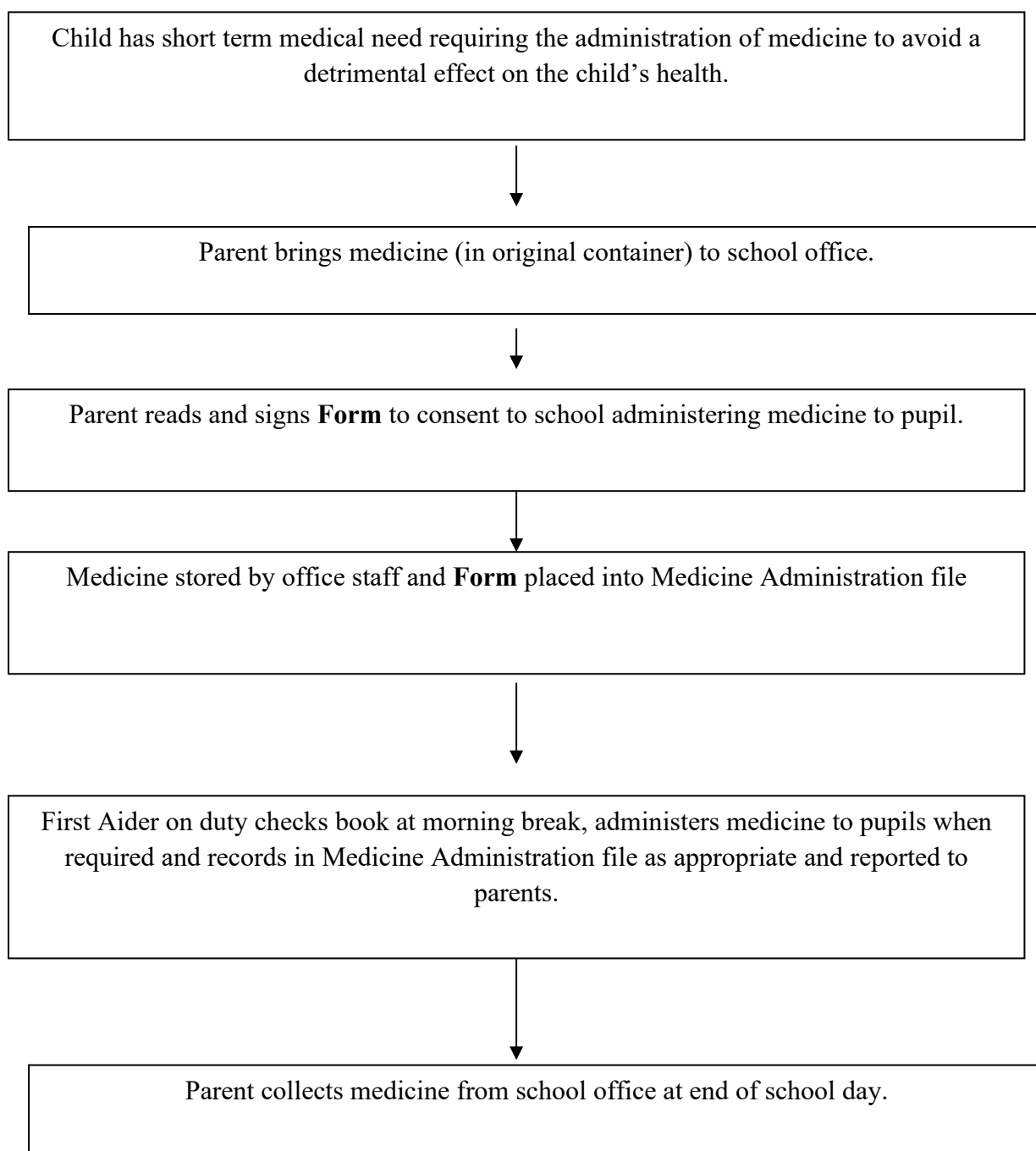


Procedure for the Administration of Medicines in School

(long term arrangements)



Procedure for the Administration of Medicines in School (short term arrangements)



Reviewed : September 2025

Review date: September 2028

Head Teacher : Matthew Draper

Chair of Governors : Ed Ng

Appendix 1 - consent form to administer a prescription medicine

ADMINISTRATION OF MEDICINE, EPI-PENS AND INHALERS

CHILD'S FULL NAME	
FORM	
MEDICINE TO BE ADMINISTERED / TAKEN	
DATES (TO & FROM) THAT MEDICINE WILL NEED TO BE ADMINISTERED / TAKEN	
TIME OF DAY MEDICINE TO BE ADMINISTERED / TAKEN	
AMOUNT OF MEDICINE TO BE ADMINISTERED / TAKEN	
INDICATE THE TIME OF THE LAST DOSE GIVEN TO THE CHILD AT HOME PRIOR TO ATTENDING SCHOOL	
PARENT/GUARDIAN NAME	

I hereby give permission for my child to be given the above dosage of medicine at the stated time(s).

Parent/Guardian _____ Date _____

This form must be completed by Parent/Guardian and sent into the school office in order for any medicines to be administered. Children who have inhalers, epi-pens or any other emergency medication in school must have one of these forms completed and returned to the school office immediately.

All medicines should be handed to the school office for safe keeping.

Replacement forms can be collected from the school office at any time.



Appendix 2 - consent form to administer an 'over-the-counter' (OTC) medicine

Parental/Carer consent form to administer an 'over-the-counter' (OTC) medicine

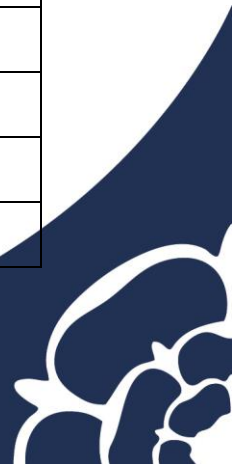
- All over the counter (OTC) medicines must be provided in their original containers with the child's name clearly written on
- A separate form is required and must be completed for **each OTC medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication <u>should</u> be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

Name of parent/carers	
Mobile number of parent/carers	
Daytime landline for parent/carers	
Alternative emergency contact name	
Alternative emergency phone number	
Name of child's GP practice	
Phone number of child's GP practice	

- I give my permission for the appropriate staff member (or nominee) to administer the OTC medicine to my son/daughter during the time he/she is at school/nursery/pre-nursery.
- I will inform the school/nursery/pre-nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school/nursery/pre-nursery activities, as well as on the school/nursery/pre-nursery premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I confirm I am requesting the administration of this medicine in line with the licensed indication i.e. that the reason for which I am asking it to be used is in accordance to the manufacturer.
- I undertake the responsibility for ensuring that all medication remains in date for the period of intended use. I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school/nursery.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carers name	
Parent/carers signature	
Date	
Name of member of staff	
Date	



Appendix 3 – Template reminders to send to school in-date medication

4 week reminder

Dear _____,
Your child's medication _____ is due to expire in 4 weeks on _____. Please ensure the School is supplied with replacement medication in good time before the expiry date. Please note that if replacement medication is not provided, your child will not be permitted to return to School until such time as either it has been provided or the School has received confirmation that your child no longer requires such medication.
Under no circumstances will School Staff administer out of date medication of any type.
Thank you for your co-operation.

Kind regards

Mr M. Draper
Headmaster

2 week reminder

Dear _____,
Your child's medication _____ is due to expire in 2 weeks on _____. Please ensure the School is supplied with replacement medication in good time before the expiry date. Please note that if replacement medication is not provided, your child will not be permitted to return to School until such time as either it has been provided or the School has received confirmation that your child no longer requires such medication.
Under no circumstances will School Staff administer out of date medication of any type.
Thank you for your co-operation.

Kind regards

Mr M. Draper
Headmaster

24 hour reminder

Dear _____,
Your child's medication _____ is due to expire in 24 hours on _____. Please ensure the School is supplied with replacement medication in good time before the expiry date. Please note that if replacement medication is not provided, your child will not be permitted to return to School until such time as either it has been provided or the School has received confirmation that your child no longer requires such medication.
Under no circumstances will School Staff administer out of date medication of any type.
Thank you for your co-operation.

Kind regards

Mr M. Draper
Headmaster

