TRIMLEY ST. MARTIN

Medication In School Policy

Approved by:	Full Governing Body	**Date:** 04.12.25
Last reviewed on:	October 2025	
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MEDICATION IN SCHOOL POLICY

Most children will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term perhaps requiring them to complete a course of medication.

Other children have medical conditions or medical needs that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities.

Our school policy aims to support regular attendance and has accepted and adopted the LA/DFE guidance "Managing Medicines in Schools and Early Years Setting October 2018". The policy and procedures set out in this document are based on this advice.

Roles and Responsibilities of Staff

There is no legal duty which requires school staff to administer medication; this is a voluntary role. Staff who provide support for children with medical needs or who volunteer to administer medication will have:

- support from the Headteacher who will ensure that governors and parents are aware of this guidance.
- access to information and training.

Anyone caring for children has a common law duty of care to act like any reasonably prudent parent and staff are aware of their responsibility for the health and safety of children at school. Our duty of care could extend to administering medicine and/or acting in an emergency. This duty extends to staff leading activities taking place off site, such as visits or outings. Where there is concern that a child's needs cannot be met, the Headteacher will seek further advice from medical professionals and appropriate LA Officers.

Medical information will be shared with all those school staff directly involved in the care of individual children unless parents state that this should not be the case. All staff will be made aware that this information should be treated confidentially. If information is withheld from staff, they will not generally be held responsible for incorrectly giving medical assistance in good faith.

Medicines

The Headteacher will be responsible for giving medicines with trained First Aiders as substitutes in her absence. Any member of staff administering medication to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container

If a child refuses to take their medication, emergency contact forms will be used to alert the parent or designated alternative contact.

Prescribed Medicines:

- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

- Changes to dosages will not be given on parental instructions.

- Wherever possible, dose frequency should be organised outside school hours.

Controlled Drugs:

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. If the need arises, further guidance is available in "Managing Medicines in Schools and Early Years Settings", (DFES, March 2005).

Non-Prescription Medicines

- Staff should NEVER give a non-prescribed medicine to a child without the agreement of the Headteacher, Assistant Head or Business Manager (Another member of the Senior Management team should be consulted if both these members of staff are absent).

- Prior written permission from the parents (Appendix 1) must be obtained.

- A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Short Term Illness

Parents, as defined in the Education Act 1944, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. If a child is deemed well enough to attend school but requires medication for a limited period, it will be necessary to complete a Medication Plan (Appendix 1).

The Medication Plan includes: -

- details of a child's condition
- medication type/administration instructions
- any possible side effects
- what to do, and who to contact in an emergency
- the role of the school

Medication should be in its original container as dispensed by a pharmacist and clearly marked with the child's name, the preparation name and the dose required. This information will be entered on the daily Register (Appendix 2) which is kept in the school office. The parent must sign each day to confirm requirements. The medication will be stored, out of the reach of children, in the office or in the staff room/Foundation Stage refrigerator until it is required to be administered, usually at lunchtime. The medication should be collected by an adult from the school office or Reception Class and not handed directly to a child.

- An adult will always directly supervise a child taking their medication

It should not be necessary for:

- medication prescribed twice or three times daily to be administered during school time.

Only under exceptional circumstances will school staff give non-prescribed medication to children. They may not know whether the child has taken a previous dose, or whether the medication may react with other medication being taken.

Long Term Medical Needs

The Health Care Plan shown in Appendix 3 will be used by the school to record information if a child has a medium/long term medical need e.g., broken limb or other injury which requires special treatment or dietary need (asthma will be recorded separately, see Appendix 4). This plan includes:

- medical/dietary needs and child's symptoms
- daily care requirements
- what to do and who to contact in an emergency
- the role of the school

The Health Care Plans will be reviewed annually.

It is important for the school to have sufficient information about the medical condition of any child with medium/long term medical needs. If a child's medical needs are inadequately supported this can have a significant impact on a child's educational attainment.

The school, therefore, needs to know about any medical needs before a child starts school, or when a child develops a medical condition during their school age years.

Admission forms have a section reminding parents to give such information and the Administration team will ensure that medical needs are brought to the attention of the Headteacher and other staff who will be responsible for wellbeing e.g., class teachers, lunchtime staff. Completed forms will be kept in the School Office as appropriate.

Allergy and Anaphylaxis (Severe allergic reaction)

Common triggers include nuts, eggs, cow's milk, certain drugs, insect stings. Details of such allergies will be recorded on the Health Care Plan mentioned above (Appendix 3) and on the Child Alert chart. Emergency action will be detailed in this plan and all staff will be made aware of the condition and course of action. Two main types of medication may be used:

- Antihistamines (e.g., Piriton, Zirtec)
- Preloaded Adrenalin injection (e.g.: EpiPen, Auto Injector)

Parents will be informed immediately if their child has an allergic reaction and emergency services will be contacted (procedures displayed in school office, see Appendix 5) if this is the advice outlined on Health Plan or if this is deemed to be the appropriate course of action by senior school staff.

Children with food allergies who choose to stay for a school dinner will need to draw up a Health Care Plan with the Headteacher, senior manager or class teacher and provide a medical note from their GP confirming condition and treatment and an up-to date photograph of their child. The Headteacher or Business Manager will ensure that the Health Plan, GP note, and photograph are given to the Catering Staff. Catering Staff will ensure that this information is prominently placed so that relief staff are kept informed. The Catering Service will be kept fully informed about individual children electronically, according to prescribed procedures.

N.B. Less severe food allergies, food intolerances and special dietary needs will be recorded on Health Care Plans.

Any child with a severe medical condition will have their photograph taken and this will be displayed on the Child Alert chart (with their first name only) in the staff room in order to alert all staff. Another Child Alert will be kept in the First Aid room with the child's name together with an explanation of the condition, a copy will be placed in each school register.

Storage of Medication

The importance of medication in maintaining the well-being of children with medical needs means that the required medication should be kept as close to the child as is practical.

- Asthma - Children with asthma must have immediate access to their reliever inhalers (blue) when they need them. All inhalers should be identifiable with the child's name and will be kept either inside classrooms or in the school office (depending on need) when the child is in school. Arrangements will be made to ensure that they are accessible on off-site visits.

- Other medication will be kept in a wall cupboard in the School Office or in the Foundation Class or in the refrigerator in the Staff Room or Foundation Class as appropriate.

- Parents and children will be advised as to where their medication is being stored.

- Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal and that all medication to be used within school is within date of expiry.

Educational Visits/Off-Site Activities

Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. These will be detailed on the appropriate Risk Assessment. It may be necessary on rare occasions for an additional member of staff or the parent to accompany a particular child.

Importance of Communication

It is important that responsibility for children's safety is clearly defined and that each person involved with a child's medical needs is aware of what is expected of them. Close co-operation between school, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

Guidance

Guidance on how to manage Allergy, Epilepsy. Asthma and Diabetes can be found in the "Guidance on Managing Medicines in Schools and Early Years Settings" document kept in the Headteacher's room, School office, Staff room, First Aid Room and Classrooms.

APPENDIX 1 **Trimley St Martin Primary School**
MEDICATION PLAN

Could you please complete this form and return it to school as soon as possible.

DETAILS OF PUPIL

Surname: _____Forename(s): _____

Male/Female:_____ _____Date of Birth:_____

Address:_____

_____Post Code:_____

Class:_____ Class Teacher:_____

MEDICATION

Name/Type of Medication (as described on the container)

_____

For how long will your child take this medication: _____

Date dispensed: _____

Full directions for use:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

Self Administration: _____

Procedures to take in Emergency: _____

Details of Medication taken at home: _____

CONFIRM CONTACT DETAILS

Name: _____ Daytime Telephone No _____

Relationship to Pupil _____

Address: _____

If Applicable
I understand that I must deliver the medicine personally to the Headteacher or the school office and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature:_____

Relationship to pupil: _____

APPENDIX 3

Trimley St Martin Primary School

HEALTH CARE PLAN - MEDIUM/LONG TERM

Could you please complete this form and return it to school as soon as possible.

DETAILS OF PUPIL

Surname: _____ Forename(s): _____

Address:_____

_____Post Code:_____

M/F:_____ Date of Birth:_____

Class:_____ Class Teacher:_____

Medical Condition _____

Give details of child's symptoms/reactions _____

Daily care requirements (e.g. medication type/administration details)_____

Describe what constitutes an emergency for the child and action to take if this occurs _____

_____

CONTACT DETAILS

Name: _____ Daytime Telephone No _____

Relationship to Pupil _____

Address: _____

CLINIC/HOSPITAL CONTACT

Name _____ Phone No _____

GP

Name _____ Phone No _____

I give permission for my child's photograph to be taken and brought to the attention of staff with details of medical condition and action to be taken.

Date: _____ Signature:_____

Relationship to pupil: _____

APPENDIX 4 **Trimley St Martin Primary School**

ASTHMA REGISTER SHEET

We note from your child's emergency form that your child suffers from Asthma. Could you please complete this form and return it to school as soon as possible.

DETAILS OF PUPIL

Surname: _____ Forename(s): _____

Address:_____

_____Post Code:_____

M/F:_____ Date of Birth:_____

Class:_____ Class Teacher:_____

MEDICATION

Name/Type of Medication (as described on the container)

_____

For how long will your child take this medication: _____

Date dispensed: _____

Full directions for use:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

Self-Administration: _____

Procedures to take in Emergency: _____

Details of Medication taken at home: _____

CONTACT DETAILS

Name: _____ Daytime Telephone No _____

Relationship to Pupil _____

Address: _____

If Applicable

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature:_____

Relationship to pupil: _____

Appendix 5

CONTACTING EMERGENCY SERVICES

Request for an ambulance

On telephone dial 9, 9 (to get an outside line) then dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

Schools Main Line: 01394 448313

2. Give your location:

Trimley St Martin Primary School
Kirton Road
Trimley St Martin
Felixstowe
Suffolk

3. Postcode:

IP11 0QL

4. Give exact location of the school.

5. Give your name.

6. Give name of child and a brief description of child's symptoms.

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty.

Please speak slowly and clearly and be ready to repeat information, if asked Put a completed copy of this form by the telephone

N.B. Member of staff will accompany child in ambulance and will need to have Admission form and any Health Care Plans available to take to hospital.