



The Horsell Village School

Giving of Medicine Policy

School Name: The Horsell Village School

Date: Autumn 2022

Review Date: Autumn 2023

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.

There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

Policy aims are:

- to ensure the safe administration of medicines to children where necessary and to help to support attendance
- to ensure the on-going care and support of children with long term medical needs via a health care plan
- to ensure that medicines given at school are stored and administered safely.

Parents and carers are asked to support the school with this policy, which aims to protect all our children. Please do not send children to school if they are unwell.

School Attendance during and after an illness

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea, when a stomach bug, so not an allergic reaction, require a child to be absent from school and not to return until clear of symptoms for 48 hours
- Children should not be sent to school with earache, toothache or other significant discomfort
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

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, eye drops or cough medicines)

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

Prescribed medicines for illness

Following advice of doctor's medicines which are prescribed up to 3 times a day can be given outside of school hours. 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 asks that parents or carers to make arrangements to come into school to administer these medicines themselves.

Please consider whether your child is well enough to be at school if they require medicine 4 times a day.

The agreement to give medicines remains, at all times, at the discretion of the Headteacher.

In **exceptional** circumstances the school will agree 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 doctor's prescription 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.
- 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.

In these cases, parents and carers will **definitely** be required to administer the first 24-hour dose of any new prescription, for example antibiotics.

All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession.

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.

Self-Management

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children using their own asthma reliever. Parents/carers must still complete a medicine record form, noting that the child will self-administer and sign the form.

The school will store the medicine appropriately.

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 locked cabinet, or fridge that children don't have access to, 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 reasonably good faith attempt to prevent or manage an emergency situation, regardless of outcome.