



Edisford Primary School

*Confidence. Persistence. Getting Along. Organisation. Resilience.*

### Medicine Policy

The following checklist is based on the DfE guidance in '[Supporting Pupils at School with Medical Conditions](#)'.

#### Long Term Recurring Health Conditions

We recognise that it is desirable for children with long term recurring health conditions, such as asthma, epilepsy and diabetes, to be accommodated within school in order that they can continue their education.

For this to be done, however, proper and clearly understood arrangements for administration of medicines must be made. This will help ensure that children are comfortable with the arrangements. Parents should be encouraged to provide maximum support and assistance in helping the school accommodate the pupil. This would include measures such as self-administration (where necessary and only after approval from a GP) or parental supervision.

#### Administration and Health Care Plans

Staff at the school will only administer medicines as part of an agreed Health Care Plan with the GP/School Nurse and only then after sufficient training has been given by the medical profession and written permission is given by the parent/carer.

Parents and carers should seek a Health Care Plan through their GP, who will determine whether it fits into a long-term recurring health condition.

Parents may however administer medicines during the recognised school day and this can be arranged via contacting the school office.

### Legal Obligations

Teachers' conditions of service do not include any legal or contractual obligation to administer medicine or to supervise a pupil taking medicine.

Staff will not, therefore, administer/store any medicine other than those described above. This includes antibiotics and non-prescription medicines such as Calpol/paracetamol and aspirin.

### Exceptions for EHCP Children

In the case of agreed Health Care Plans, the staff may agree to carry out administering/supervision of medicines. In these circumstances a record of what was taken and what time will be kept by the school.

Any agreed medicine for a Health Care Plan will be stored in school according to the requirements.

### Parental Responsibility

Parents are responsible for their child's medication and children who are genuinely unwell should not attend school.

Many pupils with long-term medical conditions will not require medication during school hours. Those that do may be able to administer it themselves.

### Further Guidance

Further guidance on these and other matters, can be found in the DfE statutory guidance '[Supporting Pupils at School with Medical Conditions](#)'. In meeting their duty to support pupils at their school with medical conditions, governing bodies must have regard to this guidance.

### **SAFE STORAGE OF DRUGS IN SCHOOLS**

The following advice in relation to storage of medication for pupils on a Health Care Plan should be adhered to.

□ Only prescribed medicines should be brought into school.

- Medicines should only be administered at school where it would be detrimental not to do so and as part of a health care plan.
- Wherever possible children should be allowed to carry their own medicines and devices where it is appropriate for their age.
  
- Schools should not store large volumes of medication. As far as is practicable, the smallest possible dose of medicine should be brought into school. Doses of liquid medicines should not, however, be transferred from the original bottle as this would result in the loss of some of the medicine on the sides of the bottle. Medication should be stored strictly in accordance with product instructions, taking particular account of the correct storage temperature.
  
- Pupils should know where their own medication is stored and how to obtain it (for example, in the case of inhalers for children suffering from asthma). Other medicines should be kept out of reach of children and administered with an agreed adult as part of the health care plan.
  
- Medicines should be stored in their original containers, clearly labelled with the name of the pupil, the name and dose of the drug, the frequency of administration, any likely side effects, and the expiry date. Parents are responsible for ensuring that this information is provided.
  
- Medicines should – subject to the exceptions below – be stored in a secure place such as a locked cupboard or a labelled airtight box in a refrigerator with restricted access.
  
- Some medicines, such as asthma inhalers and Epipens, must be readily available to pupils and must not be locked away. Children who are capable of carrying their own inhalers should be allowed to do so, following consultation between parents and the headteacher. Generally, it is helpful if the school keeps a spare inhaler for that particular child, in case the original is mislaid by the child.
  
- Schools should not continue to store surplus or out-of-date medicines. Parents

should be asked to collect the containers for delivery back to the chemist, and should routinely collect medicines held by the school at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

□ Sharps boxes (obtained by parents on prescription) should always be used for the disposal of needles.

□ Local pharmacists can give advice about storing medicines.

Teachers may need to bring their own medication into school. This should be safely stored away out of children's reach. It does not need to be stored with pupils' medicines.

## **HYGIENE AND INFECTION CONTROL**

All staff should be familiar with basic hygiene procedures and normal precautions for avoiding infection. In particular, staff should have access to protective disposable gloves and should take special care when dealing with spillages of blood or other body fluids, or the disposal of dressings or equipment.

## **EMERGENCY PROCEDURES**

All schools should have arrangements in place for dealing with emergency situations. This could be part of a school's first aid policy. Pupils should know what to do in the event of an emergency (e.g. informing a member of staff). Staff need to be fully aware of a school's policy on emergency procedures, including the identity and role of the member of staff responsible for carrying them out. An appropriate member of staff should be available to accompany a child to hospital in an ambulance and to remain with them until the parent arrives. Staff should not as a rule take children to hospital in their own car. Further advice on the subject of first aid can be found in the DfE document 'First Aid in Schools, Early Year and Further Education'.

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