



Meadows First School

Medication Policy

Date:	January 2023
Date of review:	January 2025
Head Teacher:	S Hewitt
Chair of Governors:	A Lynch

Meadows First School

Medication 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.

We are a Rights Respecting school. The United Nations Convention on the Rights of the Child is an important agreement by countries who have promised to protect children's rights. All the rights are connected, they are all equally important and they cannot be taken away from children.

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 head teacher 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 taking action 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 head teacher 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

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 Head or Deputy (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 Consent Form (Appendix 1) and any medication must be delivered to and collected from the school office by an adult.

MEDICATION CONSENT FORM

Important: School staff are not required to undertake this duty

Please use block print throughout

Child's Name	Date
Parents Emergency Contact number	
Doctor Surgery	Surgery No
Medication	Storage requirements
Dosage	Use before date
Any special guidance / frequency	
Consequences if medication missed / action required	
Contact person if child refuses to take the medication	
PARENT / GUARDIAN CONSENT: please read and sign	
This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to oversee self administration by your child of the above named	

medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.

Signature:

STAFF MEMBER – DO YOU UNDERSTAND EXACTLY WHAT IS REQUIRED?

YES / NO

Signature:

Original: Retained with medication

Copy: Retained in Medication File