



The Children's House

Medicine Policy

This policy should be reviewed biennially or more often if required by legislation.		
Action	Reviewer	Date
Review	AS	May 2025
Approved by Chair of COM	DD	May 2025
Date for next internal review		May 2027

MEDICINE POLICY

This policy covers all pupils, including EYFS children at both the Early Years Site and Prep School.

The Children's House accepts that from time to time, a child may require short-term medical treatment. The school also recognises that some children have ongoing medical needs. With a signed parental consent form, the school will administer both prescription and over the counter medications. It is the primary responsibility of parents to share and update the school with information about their child's medical and medication needs.

Our SEN Policy states that we are committed to taking all reasonable steps to meet the individual needs of each child. Where a child who is applying for admission to The Children's House has ongoing medical needs, the Headteacher and SENCO will ensure that pre-enrolment discussions are undertaken with the parents, and other health professionals if appropriate, to identify, assess and agree how the child's needs can be safely met. This may result in the development of an individual health care plan and/or specific risk assessment.

Health Care Plans:

Where a Health Care Plan is required, it will include:

- Child, family and health professional details
- Details of the condition
- Any special requirements e.g. Dietary needs
- Medication needs and any potential side effects of medication
- What constitutes an emergency
- The role of the staff
- Both parents' signed agreement to the contents of their child's Health Care Plan where possible

Authorisation to Administer Prescribed Medication:

The child's parent will be required to complete the school's 'Authorisation to Administer Prescribed Medication' form for short-term medical treatment or the 'Authorisation to Administer Permanent Prescribed Medication' form for ongoing medical needs (see example in Appendix 1). Authorisation information for short-term medical treatment will include:

- Details of the date of instruction
- Name of child, name of medication
- Condition being treated
- Date course of medication commenced
- Prescribed dosage and frequency
- Time of dose and duration of treatment
- Method of administering dose and storage instructions
- Any possible side effects
- Expiry date of medication and any other valid details.

Authorisation information for ongoing medical treatment will include:

- Details of the date of instruction
- Name of child, name of medication
- Condition being treated
- Symptoms requiring medication
- Prescribed dosage and frequency in the event of symptoms occurring
- Method of administering dose and storage instructions
- Any possible side effects
- Expiry date of medication and any other valid details

Procedure for Administration of Medication:

- A request to administer prescribed medication must be made directly by the parent to the school office on either site
- The Administrator will be responsible for ensuring that the parent completes the required authorisation form.
- The teacher or Administrator will be responsible for administering medication
- They will ask a member of staff to act as witness during the administration of medication
- The witness will check the actual medication and dose against the official prescription or medical plan before it is administered
- A record of expiry will be kept for permanent prescribed medication held on the premises, but it is the parents' responsibility to ensure such medication is within its expiry date and to replace medication in advance of its expiry date
- A signed record of time and quantity of any dosage administered
- Should a child refuse to take some or all of the authorised dosage of medicine, this will be reported to the parents.

Storage:

- It is the School's responsibility to ensure that authorised prescribed medication held on the premises is stored in its original container, clearly labelled and in strict accordance with product instructions.
- All medication must be kept in a secure place, at height and not accessible to children.
- Emergency medicines such as asthma inhalers and Adrenaline Auto-Injectors, will be easily accessible to staff.
- Unused medicine or used inhalers must be returned to parents for disposal.

Procedure for managing medicines on trips and outings:

The child's teacher will be responsible for the following:

- Undertaking a risk assessment and record it
- Putting in place additional adult support on the day of the trip
- Bringing all medicines required by the child and adhering to their administration protocols
- As part of the Outings Policy, taking a mobile phone and emergency contact details

Assisting children with long-term or complex medical needs

We will endeavour to provide a broad and balanced learning curriculum that supports children with long-term and complex medical needs. We will do this through:

- Short term Support Plans
- Daily consultation with parents and children
- Regular advice from other agencies involved with the family

Allergies:

Lunch and snack time supervisors in each class have a list of children with allergies in addition to the list in the classrooms. It is the class teacher's responsibility to ensure that all food and cooking activities are safe for children with food allergies.

Venom and Stinging Insect Allergy:

If a child is allergic to a stinging insect, such as bees or fire ants, then it is important that the school is provided with injectable epinephrine to treat the child if they are stung. It is the responsibility of parents to inform the school immediately of a child's allergy to venom or stinging insects. The medication will be kept wherever the child goes.

Asthma:

It is the responsibility of the child's parents to provide the school with permanent prescribed medication and equipment that the school keeps, labelled, in the child's classroom area at all times. Training will be provided to the child's teacher by a health professional if necessary, to demonstrate how to use the inhaler. The child's medication will remain with the child's teacher at all times, in school and on outings, and the procedures described in the child's Health Care Plan will be followed.

The class teacher is responsible for ensuring that any doses of medication are given in line with the instructions on the Authorisation for Permanent Prescribed Medication Form, and that a record of dose, time, date and signature is made. Asthma is most likely to flare up in

school during exercise, when allergens are present outside or in the classroom, or when the child is sick. The class teacher is responsible for ensuring as far as possible that the asthmatic child does not come into contact with allergens in school. Outdoor activities may cause a flare up of a child's asthma. This may be due to cold air, exercise or outdoor pollen and mould exposure.

Emergency Salbutamol Inhaler:

The Human Medicines Regulations 2014 (amendment No 2) allows schools to buy salbutamol inhalers, without prescription, for use in emergencies. Schools are not required to hold an inhaler, but the amendment gives schools the discretionary power to do so if they wish.

The emergency salbutamol inhaler will only be used for children for whom written parental consent (Healthcare Plan) for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The following protocol for storage, use and disposal of the inhaler and spacer will be followed:

- The emergency inhaler will be stored in the office at the Early Years Site and at the Prep School and should be accessible at all times (not locked away)
- Written parental consent for the use of the emergency inhaler will be included as an additional consent form attached to the child's Health Care Plan
- A list of children who have an inhaler at school and who have parental consent to use the school's emergency inhaler, will be kept with the school's emergency inhaler pack in addition to the register of medical register
- A record of use for the school emergency inhaler will be kept
- Training for all staff in the use of the emergency inhaler will be provided. The asthma nurse's contact details are given at the end of this policy.
- Instructions regarding dose and use will be included in the inhaler pack
- To avoid possible risk of cross infection, the spacer should be disinfected.
- The school will keep details of the inhaler expiration date and will regularly check that inhalers have sufficient number of doses available
- The school inhaler will be disposed of at the local pharmacy and the school is registered as a lower-tier waste carrier.
- The Headteacher and another nominated member of staff will ensure correct protocol is followed with regard to the supply, storage and use and disposal of the emergency inhaler.

Emergency Calpol:

The emergency Calpol will be stored in a locked cabinet in the school office and will only be used in extreme circumstances - the child must have a temperature higher than 38.5 degrees Celsius.

- The school will contact a parent to obtain consent to the administration of Calpol in writing via email.
- The dose will be delivered according to the instructions on the bottle and the printed email will be signed and witnessed by two members of staff, noting the time of delivery which can then be passed on to the parents.

Supporting pupils with medical conditions (training):

Where technical and medical knowledge is required to enable staff to administer prescribed medication, training specified to the individual child will be given to the child's teacher and other designated staff by an external training provider.

Access to the School's emergency procedures:

A full outline of our emergency procedure is contained in the school's First Aid Policy in the School Policy file held in the office.

If a child requires medical attention that is beyond that which can be given by our trained first aider or because we have administered the Epipen and are following procedures in a child's Health Care Plan, the following procedures will apply:

- One member of staff will contact the ambulance service and child's parent or carer
- Two first-aid trained members of staff will remain with the child to comfort the child and monitor his or her condition
- The child will be accompanied in the ambulance by a member of the SLT.
- Any necessary medical records, medicines and Health Care Plans will also be taken. The accompanying member of staff will provide any necessary information about how the child became unwell.

Risk assessment and management procedures:

It is the responsibility of the Headteacher to carry out a risk management of how children's medical needs are met.

- All parents and staff are aware of the Medicine Policy and Procedures
- All medicines and needles are disposed of properly
- A risk management has been undertaken to ensure that any possible risk to others in the setting is minimised

Further Information:

See DfE guidance on:

[Supporting pupils at school with medical conditions](#)

And Department of Health Guidance on:

[Children with special educational and complex needs](#)

Linked Policies:

- Risk Assessment Policy
- Health and Safety Policy
- Equalities Policy
- AccessibiliTy Policy
- SEN Policy
- Complaint Policy

- First Aid Policy
- Safeguarding Policy

Reportable Incidents:

Incidents which require reporting to the HSE (RIDDOR) will be done so (see First Aid Policy and Health and Safety Policy), see guidance here: www.hse.gov.uk/riddor/.

This Policy was reviewed, amended and agreed by the Council of Management in May 2025. It will be reviewed again in two years' time or as required by legislation.

Danielle Dufey

Agreed by _____ Chair of the Council of Management

Appendix 1:

Authorisation to Administer Short-Term Medication

Date	
Name of Child	
Name of Medication	
Condition being treated	
Date course of medication commenced	
Prescribed dosage and frequency	
Time of dose	
Duration of treatment	
Method of administering dose	
Storage instructions	
Any possible side effects	
Expiry date of medication	
Over the counter OR prescribed	
Any other details	
Signed (parent) Child's teacher	
Note: It is the responsibility of parents to ensure that any medication given to the school on behalf of the child is within its expiry date	

Record of Administration of Medicine by Staff

Date	Time	Does Given	Signed (Teacher)	Signed (Witness)	Any Other Comments