

**SECAT**

*Building strong schools,  
Building strong partnerships,  
Building strong communities*

**SOUTHEND EAST COMMUNITY ACADEMY TRUST**

# **Medications in Schools Policy & Procedures**

*Appendix*



**Richmond Avenue Primary School**

**October 2023**

## **Rationale:**

Richmond Avenue is an inclusive community that welcomes and supports any pupils with medical conditions.

Most pupils at some point may have a medical condition that could affect their participation in school activities. For many this will be a short-term event.

Section 6 of the Equality Act, 2010, sets out that schools are expected to make reasonable adjustments to help meet the needs of students with chronic and long-term health conditions.

Arrangements for taking any necessary medication will be taken into consideration on an individual basis.

## **Pupils requiring short term medication:**

- If a child is given medication that is required three times a day, it can be given three times a day out of school hours (before school, after school and bedtime). The school will not administer medication that is prescribed three times a day.
- If a child requires medication to be administered more than three times a day; this may be done by the school for a maximum of two weeks (if longer than this, discussions may be held regarding the need for an individual health care plan).\*
- If a pupil refuses to take their medication, they would not be forced to take it. In this instance the parent would be informed.

## **Receiving / Administering medications**

- Medicines will only be accepted if:

They are delivered to the office / authorised person by the parent or carer, in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if relevant)
- Expiry date

The school will not accept items of medication in unlabelled containers.

One exception to the above is insulin, which may be available inside an insulin pen or a pump, rather than its original container and this can be accepted by the school.

- When handing over medications the parent/carer will be required to complete and sign a medication form. Medication brought to the office by children or without a completed form will not be accepted.
- When administering medication, a staff member will complete a record log with details of date, time and dosage given.

- It is the parent's responsibility to ensure that all medications are kept in date and replenished when appropriate.

#### **Managing Medicines on School Premises:**

- Medicines will only be administered when it would be detrimental to a pupil's health or school attendance not to do so.
- The school will not administer medication that has not been prescribed for that specific child by a medical practitioner.
- The school will not administer Ibuprofen / Calpol / Piriton etc. in school, unless part of a care plan, agreed with health professionals.
- If a child has any long-term medical needs, a pupil will have an Individual Health Care Plan written in consultation with parents / carers and health care professionals as appropriate, which details specific medications, support and help that may be required in an emergency. (See separate policy)
- All medicines will be kept secure on site, in the main office, but available to pupils when needed (this excludes epi-pens, inhalers or blood glucose equipment, which will be kept with the pupil).
- Medication will be administered by a named, trained first aider.

#### **Off site / Trips:**

- For a trip / residentials, pupils that require travel medication can have it administered provided forms are completed and signed in advance by parents / carers.
- For other medications that may need to be administered during extended absences from school for trips, individual discussions will need to be held with the parent / carer and the school.

#### **Training for specific medical needs:**

- If a child is identified as having a specific medical need, e.g. anaphylaxis or diabetes, then appropriate staff will be trained by an appropriate, qualified health care professional.
- Each member of the school community knows their roles and responsibilities in maintaining and implementing an effective medications policy. We work in partnership with all relevant parties to ensure that the policy is planned, implemented and maintained successfully.