MEDICATIONS POLICY

Adopted: Summer 26
Review: Summer 29

Policy Review and Monitoring

This policy is due to be reviewed at the time stated, unless circumstances determine that this policy needs to be reviewed at an earlier time.

Signed: **Chair of Governors** Mr J. Orchard

Headteacher Mr K. Stroud

MEDICATIONS POLICY

Introduction

At Maes yr Haul Primary School we want to ensure that our pupils are happy and healthy and able to fully access education. By acting in 'loco parentis', we have a duty to take reasonable steps to support pupils who are well enough to attend school but may need to take medication during the school day.

Parents retain the prime responsibility for their child's health and for providing accurate, up-to-date information regarding any medical conditions and medication. This policy should be read in conjunction with the school's First Aid, Health & Safety and Healthcare Needs Policies.

Aim

The aim of this policy is to support learners with medical needs, to minimise any disruption to their education, and to ensure safe and consistent practice across the school.

Legal Context

This policy is informed by:

- Welsh Government: Supporting Learners with Healthcare Needs (Guidance 215/2017)
- Equality Act 2010
- Education Act 2002 (Section 175)

There is no legal requirement for school staff to administer medication. Any such support is voluntary.

Roles and Responsibilities

Governing Body: Responsible for ensuring the policy is in place and reviewed regularly.

Headteacher: Overall responsibility for implementation and authorisation of medication arrangements.

School Office / Designated Staff: Maintenance of medication records and storage systems.

Staff: No member of staff is required to administer medication. Staff may volunteer and must follow agreed procedures and training.

Parents/Carers: Responsible for supplying medication, ensuring it is within date, labelled, and accompanied by written consent.

Management of medicines – the '5 Rs'

For the safety of both staff and pupils, it is essential that safe procedures are maintained at all times and that these procedures are clearly understood and adhered to.

Before administering any medication, staff need to confirm:

- **Right pupil** – Ensure the medication is for the right child. Match Name / Date of Birth
- **Right drug** – Ensure that the medication matches that stated on the (signed) medication form provided by a parent.
- **Right route** – Ensure method is clear e.g. external cream, oral tablet / liquid, injection.
- **Right time** – Ensure that frequency is clearly identified by a medical professional and is checked in school. Usually, the school will only accept medication where this may be required urgently as an emergency (e.g. epi-pen) or more than 3 times per day.
- **Right dose** - has the correct dose been prepared (e.g. 5ml Oral Syringe). In order to ensure the correct dose, liquids will not to be provided by spoons.

In order to ensure that we can uphold the 5Rs, parents / carers need to:

- complete a medications form with clear instructions that clearly links to the relevant child and the medication provided. This will be checked by admin staff and signed by the headteacher / designated senior member of staff before medication may be administered.
- provide clear instructions on storage and the dose to be administered to the child, the time to be given and for what period. In the case of asthma pumps, we will expect an NHS asthma plan to also be provided.
- provide medication in its original packaging, including the prescriber's instructions. Only the prescribed / recommended dose will be administered - this will not be altered unless written instructions are given from a medical professional.

The school will:

- only administer oral liquid medicines using oral syringes as this allows for accurate readings to be made. Preferably, this would be provided by the parent (available from chemists/GP on request). Medicine will not be administered using a 'spoon' as is provided with some medicines.
- encourage pupils to self-administer where they are able to with supervision from staff. Staff members administering the medication will make a note in the log every time medicine is administered.

The school admin staff will check medication dates termly and notify parents of any medication approaching its expiry date. Staff will check that medication is within date before providing or administering it. Ultimately however, it is parents' responsibility to ensure that medication provided is within date and will need to replenish medication in time.

The office staff maintain a record of all pupils with specific medical conditions and any required treatments. These are available in the staffroom.

Storage of Medication

- All medication must be stored in the designated medication areas.
- Where medication needs to be kept chilled, there is a medication fridge in the staffroom.
- Otherwise, medication is kept in a marked basket in the storage cupboard of the child's usual classroom.
- Any emergency 'spare' medication (e.g. inhalers, epi-pens) are kept in the admin office.

All teachers must ensure that the medications basket is clearly labelled and within immediate eye-line upon entry to their cupboard and safe and prompt access. The office provides teachers with up-to-date medications lists, which should be stored with the medication and clearly visible. An up-to-date copy of this also needs to be kept in the class supply teacher folder.

Teachers must ensure that individual medical posters / care plans are stored and clearly displayed where appropriate. These need to passed on to the next teacher as part of transition arrangements. All teachers are also provided with up-to-date dietary requirements lists, which should be stored with the medication information.

Administration and Recording

Each instance of medication administration must be recorded on the school's medication log. Records must include date, time, medication, dose, and staff initials. There is no requirement for this to be witnessed by a second member of staff.

Medication should never be accepted or administered without written consent except potentially, for in exceptional / emergency situations.

Specific Medical Conditions

The school will follow individual healthcare plans for pupils with ongoing or complex medical needs, including asthma, diabetes and allergies.

Individual Healthcare Plans should be agreed with parents and relevant health professionals and shared with appropriate staff.

Disposal of Medication

The school recognises that medication must be disposed of safely and appropriately to protect pupils, staff and the wider community.

School staff **must not dispose of medication** (whether expired, unused or no longer required) themselves. Wherever possible, medication will be **returned directly to parents/carers**, who are responsible for arranging safe disposal through a community pharmacy. Uncollected medication will be retained securely for a reasonable period and parents/carers reminded of the need to collect it.

If sharps (e.g. needles, lancets) are used as part of medication;

Parents/carers are responsible for:

- Providing an approved **sharps container** for their child
- Ensuring it is clearly labelled
- Replacing it when full

These must **never** be placed in general waste or recycling. Sharps containers will be stored safely in a designated, secure location

Role of Staff in Administering Medication

Teachers and school staff cannot be required to administer medication unless:

- they have been expressly employed to do so, and
- the administration of medication is clearly identified within their job description, and
- appropriate training, support and authorisation have been provided.

In all other circumstances, the administration of medication by school staff remains entirely voluntary. No member of staff will be directed, coerced or placed under pressure to administer medication outside the scope of their contracted responsibilities.

Where medication requires specific training or instruction (e.g. epi-pen), only staff who have volunteered and received that training may administer such medication. The headteacher is responsible for authorising whether medication may be administered by school staff, taking into account consent, training and risk assessment.

Should the school decline to accept or administer medication for any reason, parents/ carers will be informed promptly and, whenever practicable, be invited to attend school during the school day to administer medication to their own child, or alternative arrangements will be explored in line with local authority guidance.

The ALNCo will ensure that appropriate staff have up-to-date information and training for about how to manage any common and/or likely medical needs, such as use of an asthma inhaler, epi-pen, or diabetes treatment.

School Trips/Visits

All pupils should be enabled to take part in school trips wherever safely possible. Medical needs must be risk assessed and recorded through Evolve prior to the trip. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures.

Staff overseeing off-site visits must ensure that pupils requiring medication for that trip and recorded (Evolve) and that appropriate arrangements are made to access / administer the medication whilst pupils are off-site. An additional adult (or the parent) may need to accompany visits where a difficult situation might arise due to medical needs.

Where relevant, staff will also need take copies of any relevant care plans in case of emergency. In the case of an emergency, medication should be given to the paramedics to administer if required.

Emergency Procedures

The school recognises that some medical conditions may require urgent or emergency intervention, and that clear procedures are essential to safeguard pupils and staff.

Immediate Response

- In a medical emergency, staff should **contact the emergency services immediately (999)**.
- Parents/carers must be informed as soon as practicable.
- Staff should **remain with the pupil at all times** until responsibility is transferred to emergency services or a parent/carer.

Administration of Emergency Medication

- Where a pupil has been prescribed **emergency medication** (e.g. adrenaline auto-injector, emergency diabetes treatment), this should only be administered by **staff who have received appropriate training** and where consent and a care plan are in place.
- Staff should act in accordance with the pupil's **Individual Healthcare Plan** or agreed emergency care instructions.
- Where an adrenaline auto-injector (epi-pen) has been administered, staff should clearly inform the emergency services that this is a **life-threatening emergency**.
- In the event of an exceptional, urgent and/or serious situation, staff who had not received training would still be permitted to administer medication, ideally acting on advice of a professional (for example, in the absence of a trained member of staff).

Transport to Hospital

- Wherever possible, pupils should be taken to hospital by **emergency services** rather than being transported in a private vehicle.
- If a pupil is taken to hospital by ambulance, a member of school staff should accompany the pupil and remain with them **until a parent/carer arrives**, unless instructed otherwise by emergency personnel.
- Decisions to transport a pupil in a private vehicle should be taken **only in exceptional circumstances**.

Communication and Follow-up

- The school will ensure that all relevant information, including medication administered and care plans, is shared with emergency services.
- Following any emergency incident, the school will:
    - record the incident in accordance with school procedures
    - review the effectiveness of arrangements

Training

The Headteacher will ensure that appropriate arrangements are in place so that staff who volunteer to administer or support medication have access to relevant and up-to-date training, proportionate to the medical needs of pupils attending the school. Training will be informed where appropriate by health professionals and may include common medical needs such as asthma, severe allergies or diabetes. No member of staff will be expected to administer medication without appropriate training, and training does not place an obligation on staff to administer medication beyond what they have voluntarily agreed and are competent to do.

Appendix 1

Specific medication information

The following information has been checked against current NHS guidance at the time of writing.

Allergies / Anaphylaxis (Epi-pens)
Parents of children with allergies are responsible for ensuring the school has up-to-date information with known allergies and possible reactions. Where a child may require the use of an epi-pen, parents will need to ensure that the school has a current agreed care plan and that they are supplied with two labelled epi-pens. Where two have been supplied, one will be kept in a suitable container out of pupils' reach in their home-classroom cupboard. The second epi-pen for each child will be stored securely in the main school office.

Pupils with diabetes are allocated a member of support staff who supervises their routines and self-medication. Staff who may be likely to need to administer epi-pen will need annual training. Parents will need to complete a medication form accepting responsibility for this.

Antibiotics
Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed.

Where dosage is less than 4 times a day the school will not administer antibiotics. In this case, dosage could be administered before school, after school and before bed. If it is essential that antibiotics is given during school day, then this needs to be confirmed by a medical professional. If not, then parents will be invited to attend school to administer themselves.

Where dosage is 4 or more times a day, the school will only offer to administer the medication at lunchtime. It is the responsibility of the parent to ensure is within date.

Asthma Inhalers
All pupils requiring inhalers should have an asthma care plan stating the likely levels of usage. Younger pupils often have a 'spacer' as well as an inhaler. Inhalers fall into two main categories:

- **Preventers –** they are usually used on a regular basis 2-3 times daily and need to be used daily even when the child is well. If needed three times a day, this may have to be administered in school. Preventers come in a range of colours, often brown, orange or purple.
- Relievers – generally speaking, relievers come in blue containers and are needed quickly the child is experiencing difficulty.

The school acknowledges that it is generally good practice for older pupils with such conditions to gradually take responsibility for their own medication, and that such pupils are usually encouraged to keep their medication on them as they get older. However, given the range of activities that pupils undertake and wide variety of spaces where pupils will carry out such activities, we do not permit our older pupils to look after their own asthma pumps.

This is a) to ensure that medication is not lost, resulting in the pupil not being able to find the medicine when needed and b) to ensure that it does not accidentally fall into the hands of younger pupils who may be tempted to 'play' with the medicine. (e.g. falling out of a pupils' pocket during dinner time).

Asthma pumps are kept in a marked storage container in the teachers' cupboard of the pupils' base classroom. To ensure that these are readily available, they are to be taken by the teacher for outdoors PE and on off-site visits.

The school would not usually carry 'spare' inhalers and this should not be expected.

Diabetes / Insulin
Parents will need to ensure that the school has a current care plan. The school will monitor pupils with diabetes in accordance with their care plan, for example, monitoring and recording blood sugar results. Pupils with diabetes must not be left unattended if feeling unwell or sent to the office unaccompanied.

Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's GP or paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs
A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept.

Paracetamol / Ibuprofen / Aspirin
Pain-killer type products (such as 'Calpol') will not usually be accepted unless prescribed and we would ask that these are provided in pre-measured sachets or tablets, (not in bottle form) to ensure correct dosage. If a child is sufficiently unwell as to require this medication, then parents should consider whether their child is well enough to attend school and consider if they should remain at home.

Eczema skin cream / Lip balm
Many of these may be 'off the shelf' rather than prescribed. For cases of eczema or skin conditions, it will be expected that the child will be able to use the cream/lotion on their own if possible.

Older pupils may be allowed to have a personal lip-balm without the need for medications consent, provided that the class teacher is confident that they will, and do, act responsibly.

Throat sweets / lozenges
No throat sweets/ lozenges are to be taken during the school day due to choking hazard. These would be very unlikely to be prescribed in any event.

END OF DOCUMENT

Medical overview
ONE PAGE GUIDE FOR STAFF

Version 4
June 2026

Remember the 5 Rs - Right pupil - Right drug - Right route - Right time - Right dose

Receiving medicines / consent / administering

- All medication must be provided directly to the office only; any other staff must direct parents to the office if they bring medicine to school in order to complete the relevant paperwork.
  DO NOT ACCEPT ANY MEDICATION AT THE CLASSROOM DOOR.
- All medication must have prior parent consent and Headteacher authorisation.
- All medication must be 'as prescribed' with correct label and in date.
- Medication only to be provided in accordance with signed consent / matching prescription instructions. Do not accept verbal instructions to alter these instructions.
- No member of staff is required to administer medication, this is entirely voluntary.
- Medication should only be administered by staff who have volunteered and received appropriate training where required, except in exceptional/serious situations.
- Emergency medication should only be administered in line with training and care plans.

Storage of medicines and records

- Office staff retain record of expiry dates and check termly (this is still parents' responsibility to ensure we have up to date medication)
- Office staff provide and update all medical & dietary registers and communal board, lunchtime staff information.
- Teachers must ensure that (unless refrigerated) medication is stored in their classroom cupboard as policy – clearly labelled, out of child's reach and immediately visible upon entry.
- Medication that needs to be kept chilled, is ONLY to be kept in the medications fridge – no other foodstuff to be kept in that fridge.
- Teachers must ensure medication / dietary information is kept up to date and immediately available with medication and in supply teacher folder.

General Safety procedures

- Teachers / support staff will ensure they know which children have medical / dietary needs in their class / records and what the requirements / expectations are.
- Classroom staff will ensure that medical equipment is stored safely out of pupils' reach in the cupboard (or medicines fridge), clearly labelled and readily available. Some medication will need to be taken with pupils, e.g. for outdoor activities or off-site visits.
- Teachers will check with office staff any queries e.g. previous teacher passes on medical or dietary information that isn't on / doesn't match the paperwork.
- All staff need to ensure that they follow any care plans as per the instructions. If parents advise differently, they will need to get the care plan updated by medical professionals.